

MOSES 101

Basic Job Seeker Data Entry Manual

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INTRODUCTION

What is MOSES?

Overview

MOSES stands for *Massachusetts One Stop Employment System*.

MOSES collects the information required by the State and Federal government funding sources for WIOA (Workforce Innovation and Opportunity Act) and other programs, and produces the reports required by the programs. MOSES guides staff in collecting the necessary information from job seekers and employers, including information used to manage training programs for job seekers.

The staff view of MOSES uses a Windows-based interface to access the MOSES central database. All of the Career Centers, LWIB (formerly LWIB (FORMERLY SDA)) offices, DUA offices, etc. in Massachusetts use the same database.

MOSES should make your job easier by:

- Minimizing the need to enter the same data multiple times for different programs or Career Centers.
- Prompting you for missing or incompatible data.
- Providing quick access to all the information you need regarding job seekers, employers, job orders, and training courses.

This basic MOSES course is intended for operational staff at any of the Career Centers and other locations where MOSES is used. Such staff would include Counselors, Intake Specialists, Receptionists, Training Coordinators, Veterans Specialists, Employer Account Representatives, and similar positions. The training assumes that each of these staff is experienced in doing their specialized job, particularly with respect to existing policies and procedures.

This course is currently organized for a two-day training session. All staff will leave the training with a basic understanding of navigating the MOSES database and *the basic job seeker record and services*.

Several tasks are performed by a limited number of staff in any location. These include working with employers, career planning, scheduling events, and performing administrative tasks. These tasks will be covered in other MOSES training courses.

Log On to MOSES

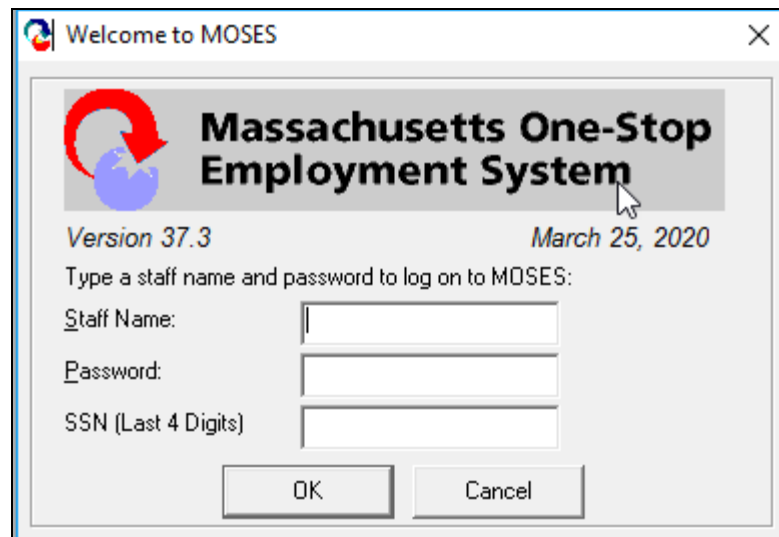
To Log On to MOSES

1. Double click on the MOSES icon on your Windows desktop.



or

2. The **Welcome to MOSES** window will appear.



Staff Name = First letter of your first name, concatenated with the first four letters of your last name. (Deviations occur for duplicates and short Staff Names, which must be at least five characters.) .

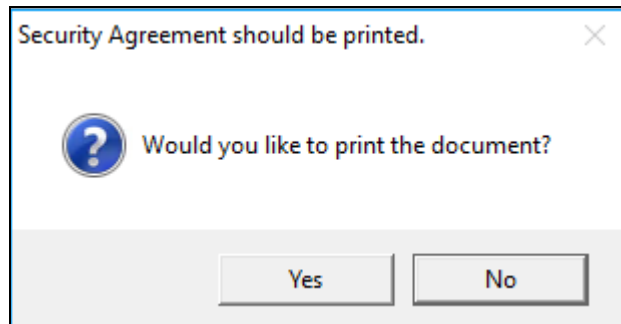
3. Type your **Staff Name, Password** and **the last four digits of your Social Security Number**, then click the **OK** button.



The first time you sign on to the production version of MOSES, your password will = *password*. You will be prompted to change that password. You should change it right then, to a word you remember. This password must be at least eight to ten characters, but no more than ten characters. It should include a combination of capital letters, small letters, numbers and symbols. Your password cannot be re-used for two years, and must be changed every 90 days..

4. The MOSES Confidentiality Statement will appear for new users. It appears every twelve months for all users.

5. Read the Confidentiality Agreement. If you have any questions about it, you should discuss them with your supervisor. If you agree, type in your Social Security Number (twice), and click the **I Agree** button. If you click the **I Do Not Agree** button, your Staff ID will be inactivated. The MOSES Confidentiality Statement appears for new users and every twelve months thereafter. You must print it out and give a signed copy to your supervisor.

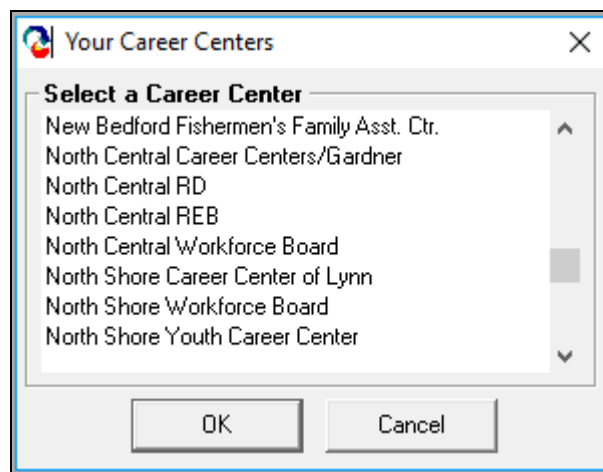


MOSES is used by many programs. Anyone using MOSES must safeguard the information they see, and use it only for legitimate business purposes.



It is forbidden to sign in to MOSES using the Staff ID of another person.

6. You only have three chances to enter the correct combinations of **Staff Name, Password, and SSN (Last 4 Digits)**. If you get locked out of MOSES, your Career Center Coordinator or other Career Center staff with the proper security level can unlock your Staff Name. If they are unavailable, call the MOSES Help Desk at (617) 626-5656
7. All **Career Centers** where you work will appear in the window if you are able to work in multiple locations. If you are only assigned to work in one location, the Bulletin Board will appear directly.



8. Select the **Career Center** where you are working, then click the **OK** button.



MOSES only allows you to work in one Career Center at a time. To switch between Career Centers, click **Administration** on the MOSES main menu bar, select **Change Career Center**, and choose the appropriate Career Center.

9. The MOSES Bulletin Board appears. The upper section contains messages that are seen statewide with state announcements. The lower section displays messages for your assigned location. The middle section only appears if a career center office is posting a state wide announcement, such as an employer recruitment or job fair.

Massachusetts One Stop Employment System

Moses - Welcome...

Do we have your correct e-mail address?:

Do we have your correct phone number?: Extension:

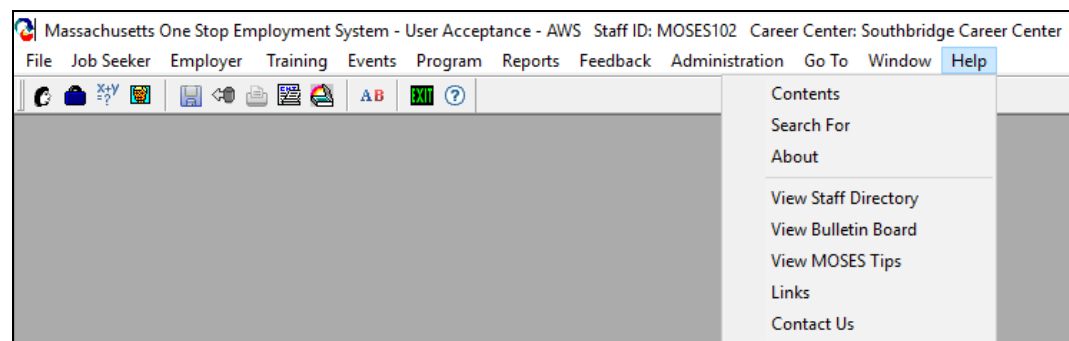
Welcome to MOSES class.

These are state wide messages posted by offices with MOSES. They have statewide announcements. Job Fairs, recruitments, office changes, etc.

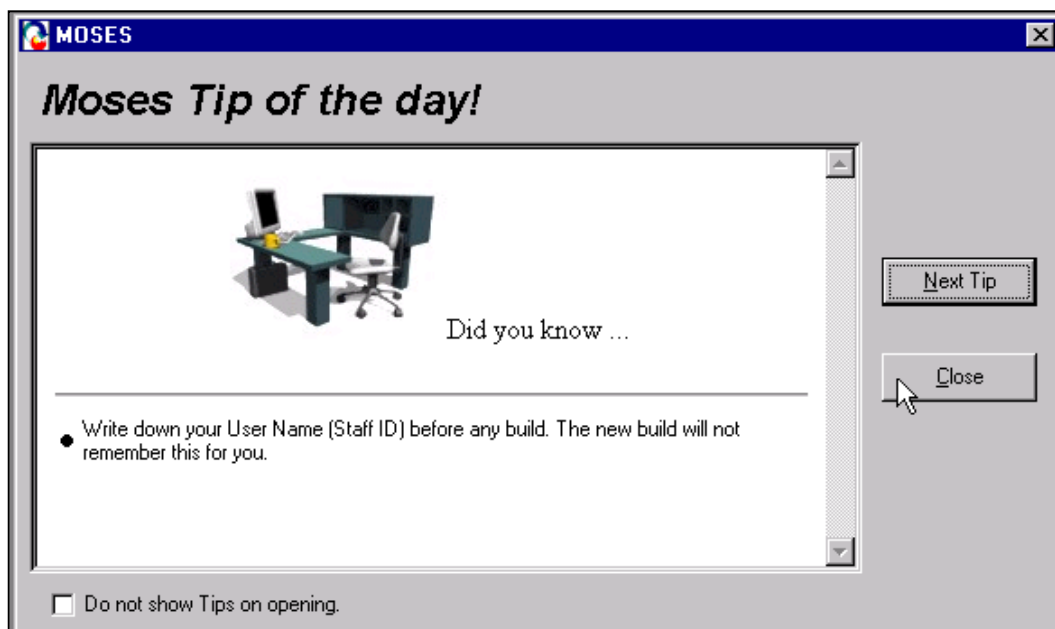
To see the Bulletin Board at any time, click **HELP, VIEW BULLETIN BOARD**. Career Center Managers may display Career Center specific messages in this section of the Bulletin Board - click **ADMINISTRATION, CC MANAGEMENT, OFFICE MESSAGES, ADD**. Messages placed in this section are visible only when staff are signed in to your location. The message will not be seen by staff signed in to other locations. If CC Managers have multiple locations, they will have to change Career Centers and type in (or copy and paste) their bulletin board message again for each location.

Close

10. Read the Bulletin Board as you sign in to MOSES. Type your email address and phone number in the space on the top. Click **CLOSE** to exit the Bulletin Board. This will save your email and telephone number. You may update it at any time. You should read the Bulletin Board when you sign in every day. You can also check it after you signed into MOSES by clicking **HELP**, then **View Bulletin Board**.

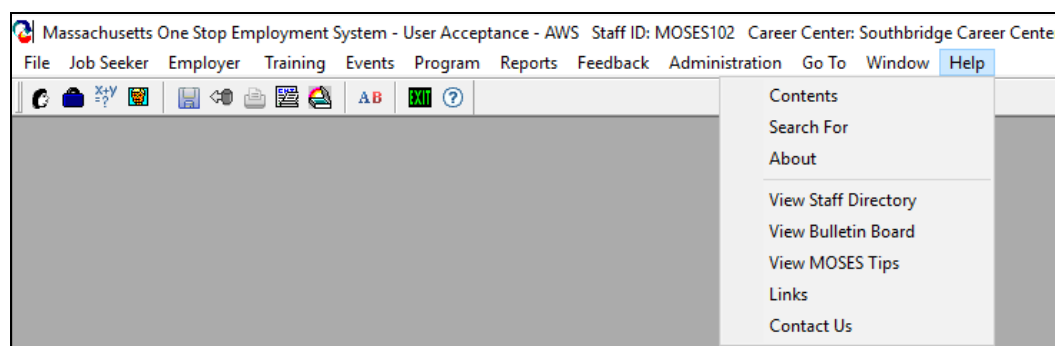


11. The Tip of the Day screen appears. This gives a rotating list of tips for conducting work in the Career Center and for using MOSES.

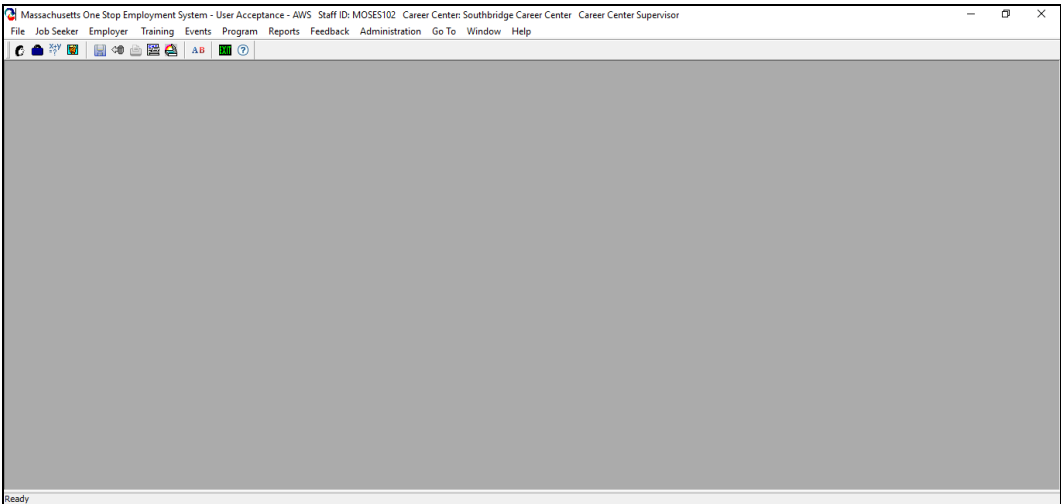


You can turn off the Tip of the Day feature, if you want, by clicking in the box next to the phrase: "Do not show Tips on opening."

12. Read the Tip of the Day as you sign in to MOSES. Click **CLOSE** to exit the Tip of the Day. You can also check it after you signed into MOSES by clicking **HELP**, then **View MOSES Tips**.

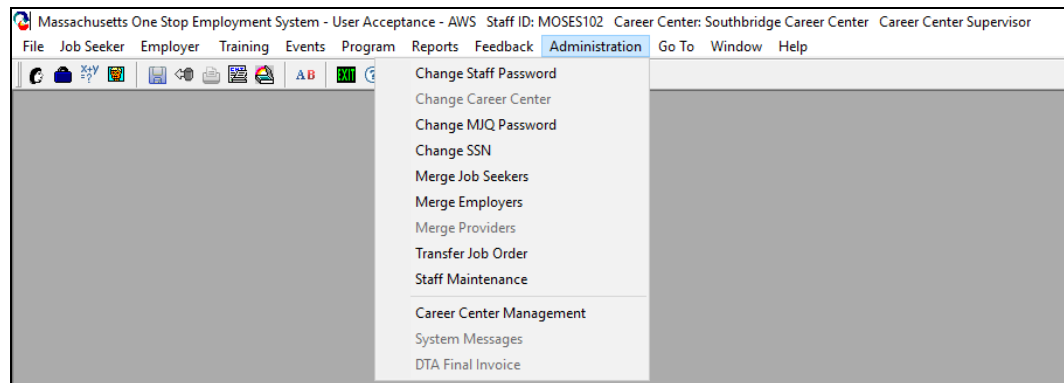


10.The MOSES desktop will appear.

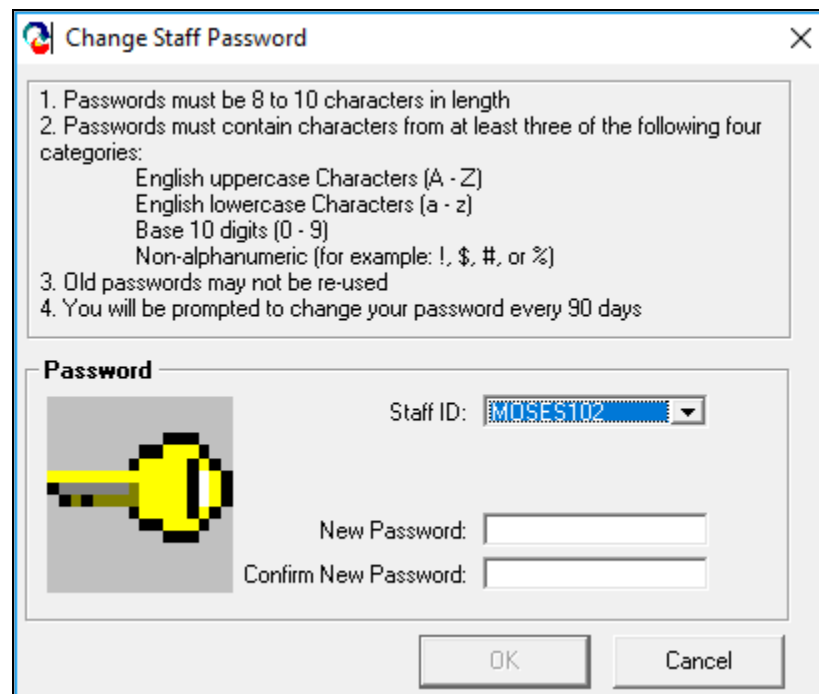


To Change Your Password

1. Click **Administration** on the MOSES main menu bar and select **Change Staff Password**.



The **Change Staff Password** window appears.

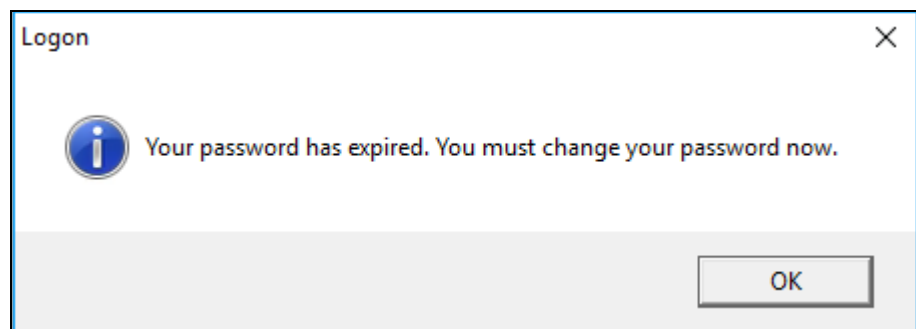


2. Type your new password in the **New Password** box and press the **Tab** key.

3. Retype your new password in the **Confirm New Password** box to confirm your new password.
4. Click the **OK** button. You are now logged on to MOSES with your new password.
5. If you get locked out of MOSES, your Career Center coordinator or other Career Center staff with the proper security level can unlock your Staff Name.













MOSES will prompt you to change your password every 90 days. You must change your password at that time. You are allowed three opportunities to change your password. (This prompt is your first chance.) If you do not change your password within these opportunities, you will be locked out of MOSES. You cannot use the same password again for eight changes/cycles. (Two years).























Icon Legend

Job Seeker Icons

JOBSEEKER ICONS

-  Indicates a Basic Membership
-  Indicates Full membership
-  Indicates that the Job Seeker is a Veteran
-  Indicates that the Veteran is eligible for Veteran Staff services / has Significant Barriers to Employment (SBE)
-  Indicates that the Job Seeker is interested in a Program or Training
-  Indicates that Job Matching can be performed
-  Indicates that the Career Planning Tool can be used
-  Indicates that the Job Seeker is enrolled in UI
-  Indicates an Older Youth
-  Indicates a Younger Youth

	Indicates an In-School Youth
	Indicates an Out of School Youth
	Indicates this UI Customer is profiled
	Indicates a Rapid Response associated Job Seeker
	Indicates a Pending Trade Adjustment Assistance associated Job Seeker
	Indicates an Approved Trade Adjustment Assistance associated Job Seeker
	Indicates this UI Customer is a Re-Employment Services program
	Indicates this UI Customer is enrolled in RESEA (Re-Employment Services and Eligibility Assessment) program
	Indicates this UI Customer has been exited from the RESEA (Re-Employment Services and Eligibility Assessment) program
	Indicates this UI Customer is a Extended Unemployment Compensation Job Seeker
	Indicates a Department of Education SMARTT associated Job Seeker
	Indicates that the Job Seeker contact information is Confidential to Employers
	Indicates a Job Quest member
	Indicates a Missing Field Alert
	Indicates a Automatic Alert
	Indicates a Manual Alert
	Indicates a scanned document in the job seeker record
	Indicates that the Job Seeker information is confidential
	Opens up a Programs History box
	Indicates a drop-down calendar

Job Seeker Search

Type of Search
Search By
☒ Job Seeker ID
☐ Last Name
☐ Social Security Number
☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0008	Frank	Lemonjello	01/01/1990	12877203	19 Cool Whip Circle, Orange	
###-##-0001	Frank	Lemonjello	01/01/1990	12877196	19 Cool Whip Circle, Orange	
###-##-0000	Frank	Lemonjello	01/01/1990	12877195	19 Cool Whip Circle, Orange	
###-##-0002	Frank	Lemonjello	01/01/1990	12877197	19 Cool Whip Circle, Orange	
###-##-0005	Frank	Lemonjello	01/01/1990	12877200	19 Cool Whip Circle, Orange	
###-##-0004	Frank	Lemonjello	01/01/1990	12877199	19 Cool Whip Circle, Orange	
###-##-0006	Frank	Lemonjello	01/01/1990	12877201	19 Cool Whip Circle, Orange	
###-##-4546	Bud	Light	09/27/1992	12779614	99 Frosty Brew Way, Brewster	
###-##-9676	Sandy	Beach	01/01/1970	12853829	678 Horseneck Road, Westpo	
###-##-5136	Lin-Manuel	Miranda	01/16/1980	12164500	122 Aaron Burr Circle, Hamilto	
###-##-9442	Patty	O'Furniture	03/17/1992	12861474	17 Saint Patricks Circle, Bosto	
###-##-5394	Justin	Time	12/05/1977	10310474	321 Tick Tock Way, Ashland	

Row 7 of 18

More

Eligibility

Eligibility Criteria

Match Criteria

Run Match

Trade

Edit

Add

Delete

Close

Employer Icons

Employer Search

Type of Search

Search By

- ☒ Company Name
- ☐ Employer ID
- ☐ Phone Number
- ☐ FEIN

To enter a new employer click the Add button. Search for an existing employer by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

Company Name	Employer ID	Phone Number	Address	FEIN No.	
Midway Airlines	1059489	(606)868-3955	Boston Logan Airport	Boston	###-###-1382
Midwest Express Airlines	1011818	(307)837-7707	Logan International Airp	East Boston	
Millennium Partners Sports Club Mgm	1089703	(307)871-7235	14 Avery Street	Boston	###-###-7012
Minuteman Health, Inc.	1352511	(487)238-9250	38 Chauncy St	Boston	###-###-6033
Morgan Memorial Goodwill Industries	1269052	(307)118-0505	1010 Harrison Avenue	Boston	###-###-6765
MORGANS HOTEL GROUP MANA	1185433	(307)676-4085	1 Court Street	Boston	###-###-6156
Museum of Fine Arts	1013337	(307)936-9100	465 Huntington Ave.	Boston	###-###-3607
Museum of Science	1016151	(307)846-5055	Science Park	Boston	###-###-3916
MV Transportation	1124554	(109)792-3214	N/A	Boston	###-###-6363
NARATOONE & WACKENHU	1017582	(307)810-1359	173 B Norfolk Avenue	ROXBURY	###-###-4303
National Wholesale Holdings LLC	1523959	(307)626-9765	725 Morrissey Blvd	Boston	###-###-9999

Row 1 of 409

EMPLOYER ICONS



Indicates a Rapid Response associated Employer



Indicates a Pending Trade Adjustment Assistance associated Employer



Indicates a Approved Trade Adjustment Assistance associated Employer



Indicates a National Emergency Grant associated Employer



Indicates an Employer that is a Federal Contractor



Indicates a Confidential Employer



Indicates a Job Quest Employer



Indicates this Employer is closed



Indicates a Alternative Job Bank Employer



Indicates a Hiring Incentive Training Grant associated record



Indicates a BIZ Works employer



Indicates a member of the Governor's Task Force



Indicates this employer is Evacuee Friendly.



Indicates Access Denied and no Job Orders can be entered against this employer record.

Job Order Icons

Job Bank Browse Results

Matching Job Orders - 223

Job Order Number	Job Listed	Name	Position	Pay/Year	City	Job Order Type	
13126079	02/04/2020	Earl of Sandwich USA	Earl of Sandwich Boston Cor	20,280	Boston	Regular	
13099185	01/16/2020	Highgate Hotels, LP	Host/Hostess		Boston	Regular	
13126065	02/04/2020	BOSTON BEER CORP	Kitchen/Line Cook		Boston	Regular	
13175212	03/10/2020	Aramark	Cook - Univ -Bst Dining Hall		Boston	Regular	
13010141	12/30/2019	Longhorn Steakhouse	Line Cook		Boston	Regular	
13126058	02/04/2020	Bay Cove Human Services	Cook-Per Diem		Boston	Regular	
13187073	03/11/2020	Alpha Omega Gaming Cafe Ltd	Cook	26,520	Boston	Regular	
12971419	12/19/2019	Lupoli Companies	Pizza Maker		Boston	Regular	
13126057	02/04/2020	Lupoli Companies	Pizza Maker		Boston	Regular	
13126056	02/04/2020	Lupoli Companies	Pizza Maker		Boston	Regular	
13187079	03/11/2020	Alpha Omega Gaming Cafe Ltd	Cook	26,520	Boston	Regular	
13126054	02/04/2020	Five Star Senior Living Inc.	Cook		Boston	Regular	
13126053	02/04/2020	ENCORE Boston HARBOR	Asst Chef-Sous Chef		Boston	Regular	
13188713	03/17/2020	Sodexo	Umass Rounds Cook		Boston	Regular	
13126049	02/04/2020	Davidson Hotels & Resorts	Line Cook		Boston	Regular	
13223075	03/17/2020	Olive Garden	Prep Cook		Dorchester	Regular	
13012837	12/31/2019	HEI Hotels & Resorts	FULL TIME COOK		Boston	Regular	

Row 1 of 223

More

Edit View Details Close



indicates that the Job Order information (Employer) is confidential



indicates that the Job Order is for a company that is a federal contractor



Indicates that the Job Order was created or changed over the Internet connection (MJQ) MassHire JobQuest



indicates A Hiring Incentive Training Grant associated record



Indicates an Alternative Job Bank job order

Training Course Icons

Training Course Search

Type of Search

Search By

☒ Course Name
☐ Course ID
☐ Provider Name

Search Criteria:

Search

Advanced Search...

Search Results

Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN		
1080340	Basic Dog Grooming	1578 S. Main St	Athol, MA	1022241	Cathy A. Abbruzzese	xx-xxx9246		
1056646	CAREER COURSE IN DOG GROOMING	117 Washington Avenue	North Haven, CT	1016766	Connecticut School of Dog Grooming	xx-xxx6594		
1060900	Professional Dog Grooming	239 Maple Hill Avenue	Newington, CT	1004330	The Connecticut K-9 Education Center	xx-xxx0361		
1071662	Professional Dog Grooming	62R montvale ave	stoneham, MA	1020437	The Dapper Dawg School of Professional Dog	xx-xxx5859		
1009146	TLC School of Dog Grooming	68 US RTE 146	Sutton, MA	1003166	Tender Care Kennels, Inc.	xx-xxx5039		

Row 1 of 5

More

Enroll

Provider Info

Courses Info

Close

TRAINING ICONS



Indicates a Pending Section 30 program



Indicates a Section 30 approved program



Indicates a Pending Trade Adjustment Assistance program



Indicates a Trade Adjustment Assistance approved program



Indicates an Distance Learning Program



Indicates a Job Seeker Program Evaluation has been recorded into the record

Windows Terminology



Using a Mouse

Point

Move your mouse until the mouse pointer (or cursor), \Rightarrow , is positioned over the item that you want.

Click

Point to the item you want and quickly press and release the left mouse button.

Double Click

Point to the item you want and quickly press and release the left mouse button twice. Try not to move the mouse between clicks.

Right Click

Point to the item you want and quickly press and release the right mouse button.

Select

Left click on the item you want and while holding down the left mouse button, slide your mouse over the item (letter, word, phrase, etc.) until the item is highlighted in black.



Drag and Drop

Select the item that you want and while holding down the left mouse button, drag the item to the new location and release the left mouse button to drop it in the new location.


Scrolling through a Window



The Scroll Bars are located along the right side of the window and across the bottom of the window.



Click  or  to move up or down the window one line at a time.

Click  or  and hold down the left mouse button to continuously scroll vertically through the window.





Drag the vertical scroll bar  to scroll vertically to different parts of the window.


Click  or  to slowly move horizontally through the window.

Click  or  and hold down the left mouse button to continuously scroll horizontally through the window.

Drag the horizontal scroll bar  to scroll horizontally across the window.

Click in the shaded area of either scroll bar  to move either vertically or horizontally one window at a time.

Click the  button to move to the next page.

Click the  button to move to the previous page.

Maximizing and Minimizing Windows



Minimizes the window to the size of an icon



Restores the window to its previous size



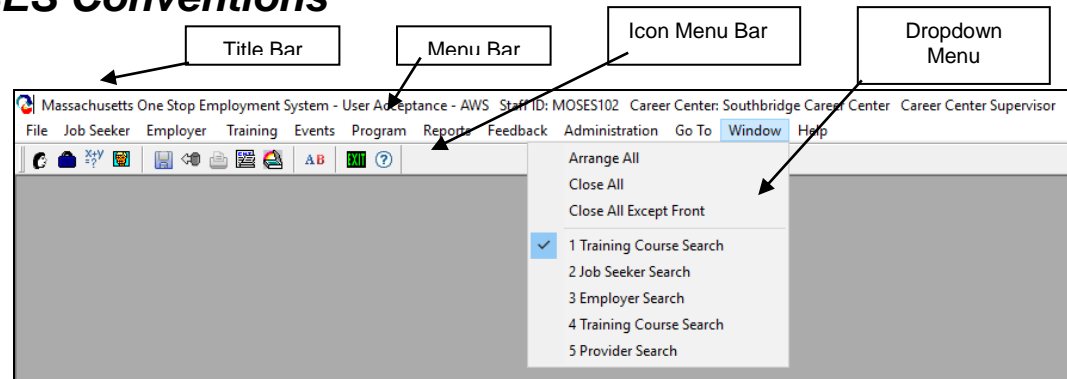
Maximizes the window to fill the entire desktop



Closes the window without saving any changes you made. **If you made any changes in MOSES, these changes will be ignored.**













MOSES Conventions

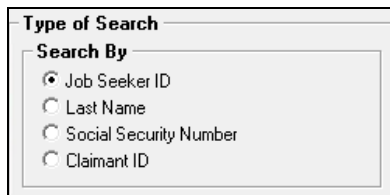
Using MOSES Conventions



- The **Title Bar** tells you where you are in Windows.
- The **Menu Bar** uses drop down menus to navigate MOSES. Click on **Window** to keep track of what windows you have open.
- The **Icon Menu Bar** is used as a short cut to the drop down menus on the **Menu Bar**.

Icon Menu Bar Icons

<u>Icon</u>	<u>Action</u>
	Job Seeker Services
	Employer Services
	Training Services
	Provider Maintenance
	Save
	Refresh
	Print
	Print Screen
	Scanning
	Spell Check
	Exit (This closes MOSES.)
	Help



Type of Search

Search By



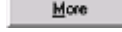
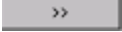

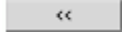
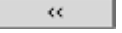


☒ Job Seeker ID

☐ Last Name

☐ Social Security Number

☐ Claimant ID




- Radio buttons are used for making a selection or a choice. Click the radio button to make your selection. Once you select any of the choices for a group of radio buttons, you will always have one selected.

- A dark triangle ► indicates a required field. The field must be completed before you can move on to another tab or save the data.
- A check mark ✓ indicates that the field is recommended. All recommended / semi-required fields are used for reporting to the federal government and should be completed.
- If the number of search results found exceeds 50, the  button is enabled. The  button does not display the next 50 records, it adds them to the list to be displayed. You must scroll through the records to the last record. The  button is enabled as long as there are additional records to be displayed.
- The  button is used to move items that you select from the list in the left panel to the selection panel on the right. You can do this by clicking the  button, by dragging and dropping your selection into the right panel, or by double clicking the item. (Double clicking may not work in all instances.)
- The  button is used to deselect any of the items in the right panel. You can do this by clicking the  button, by dragging and dropping your selection into the appropriate left panel, or by double clicking the item. (Double clicking may not work in all instances.)
- The  icon indicates a calendar. Click the  button to display the

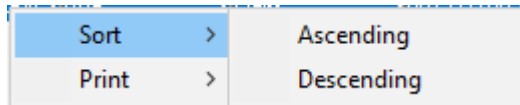


drop down calendar.

- Click the month or the down arrow to display the drop down list of months.
- Click the day of the month to select a day.
- Click the up/down arrows or type in the year.

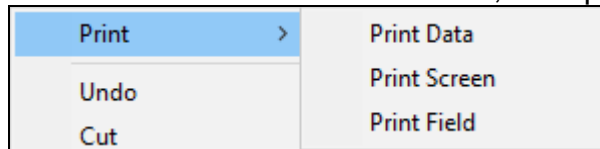
- Click the OK button to select the date shown, or click the Cancel button to get back to the date field..
- When you click the  button, a pop up message appears asking if you want to save your changes. Click the  button to save the changes and return to the previous window. If you want to remain in the current record, click  to save your changes. This will take you to the first tab of the record.

- When you right click the mouse in any column in MOSES, such as on a list of SSNs on the Job Seeker Search Results, a drop down menu



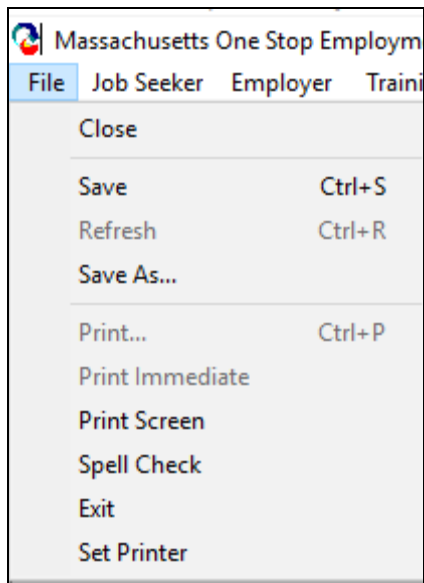
appears. From here, you can choose to sort in ascending or descending order.

- When you right click the mouse in any column in MOSES, such as on a list of skills on the Match Criteria, a drop down menu appears



From here, you can choose to print all the data in the display, even what you cannot see, to print the screen, or to print the highlighted field only.

- From the File option on the Main Menu bar, you have some options for printing. **Print...** will bring up your print menu. **Print Immediate** will print all the data showing in your current screen, even if it extends beyond the bottom of the screen. **Print Screen** will print only what shows on your desktop.



Hints:

- When selecting a State from the drop-down list, type the first letter of the state to see the first state starting with that letter. Type the same letter to go down the list
- After entering the Zip code, press the **Tab** key. The city and state fields will automatically populate.
- When entering dates and phone numbers, just enter the number. MOSES formats these fields automatically.
- When selecting a city/town, you can move more than one city/town to the right panel by holding down the control key while you click on your selections, or by using the map. The map lets you select all the cities/towns in the geographic area, or you can select, for example, only the towns on the bus route.

Search for a Customer

Overview


You may wish to search for a Customer in order to update services or membership information. You can do this by searching the MOSES database. The **Job Seeker Search** window lets you search directly for Customers by selecting either Social Security Number, Last Name, Customer ID or Claimant Id.

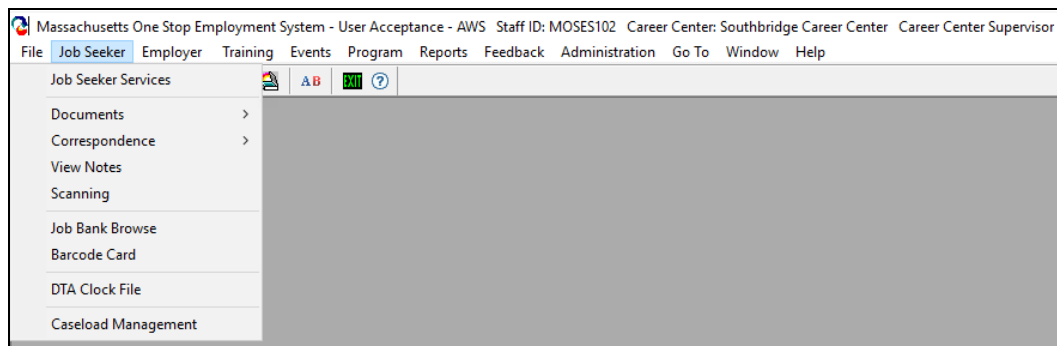
Use the **Advanced Search** function for finding a Job Seeker Membership if your information does not include the standard search criteria. You can also use the **Advanced Search** to find Customers who fit specific criteria. For example, you may want to find a Customer whose primary language is Spanish or a veteran in a specific geographic location or enrolled in a specific program.



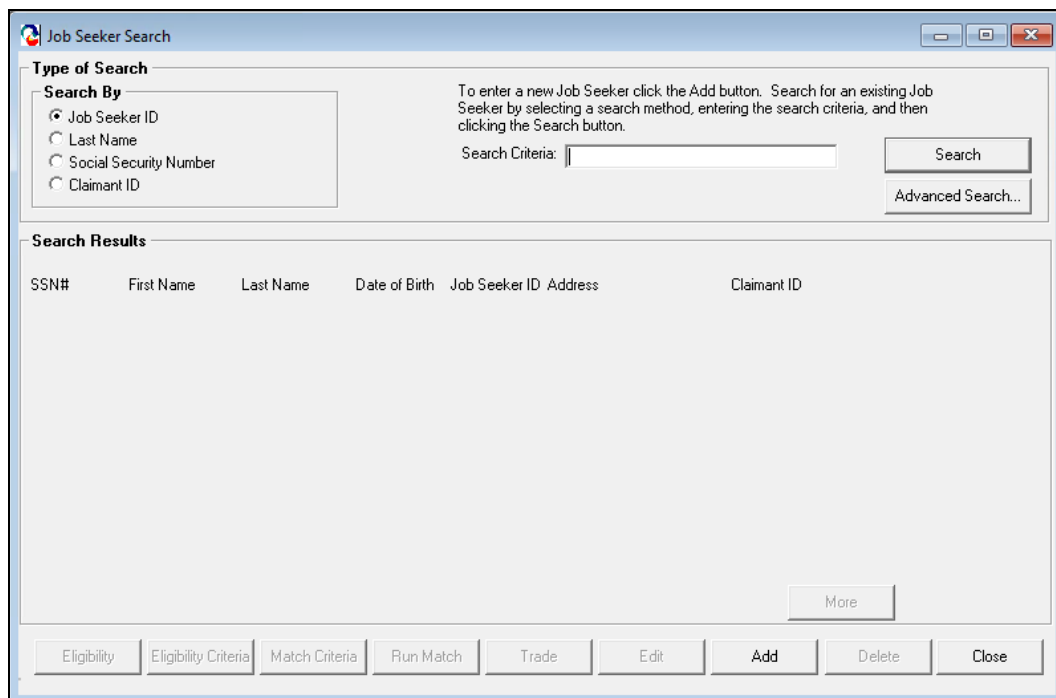
It's a good idea to search for an existing record for the Customer registering in MOSES. Save yourself some time by checking first.

To Search for a Customer Record

1. Click **Job Seeker** on the MOSES main menu bar and select **Job Seeker Services**. You can also open this search option by clicking once on the  icon on the Icon Menu bar.



2. Type the Customer's job seeker number in the **Search Criteria** box. MOSES defaults to the **Job Seeker Id** radio button.

The screenshot shows the "Job Seeker Search" window. The title bar reads "Job Seeker Search". The window is divided into two main sections: "Type of Search" and "Search Results".

The "Type of Search" section has a "Search By" group box with four radio buttons: "Job Seeker ID" (selected), "Last Name", "Social Security Number", and "Claimant ID". To the right of this group box is a text area with instructions: "To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button." Below this text is a "Search Criteria:" label followed by a text input field and two buttons: "Search" and "Advanced Search...".

The "Search Results" section is a large table area. At the bottom of this section is a "More" button. Below the table area is a row of buttons: "Eligibility", "Eligibility Criteria", "Match Criteria", "Run Match", "Trade", "Edit", "Add", "Delete", and "Close".

3. Click the **Search** button. MOSES locates the Customer by the job seeker id number and displays the results in the **Search Results** window.

Job Seeker Search

Type of Search

Search By

☒ Job Seeker ID

☐ Last Name

☐ Social Security Number

☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0011	Anita	Job	01/01/1990	12877156	22 Applicant Lane, Boston	F

Row 1 of 1

More

Eligibility

Eligibility Criteria

Match Criteria

Run Match

Trade

Edit

Add

Delete

Close

4. Select the Customer from the list. To open the record, click **Edit**, hit the Enter key, or double click on the name of the Customer. The **Job Seeker** record for that Customer appears.

5. Review or make changes in the Customer information.
6. Click the **OK** button to return to the **Job Seeker Search** window.



CAUTION: Clicking the **Cancel** button and the **Yes** button to the pop-up warning cancels your work and does not save your changes. You can also instruct MOSES to ignore your work by clicking on the **X** button in the right corner and the **Yes** button to the pop-up warning.



If you want to save the changes that you have made to the Customer record, click the **OK** button and the **Yes** button. Other ways to save your work without leaving the record include clicking on the Diskette Icon or the Refresh Icon in the Icon bar. When you do this, you are brought back to the Basic tab.

7. To search by the Last Name, select the **Last Name** radio button and type the last name of the Customer in the **Search Criteria** box.

Job Seeker Search

Type of Search

Search By

☐ Job Seeker ID

☒ Last Name

☐ Social Security Number

☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
------	------------	-----------	---------------	---------------	---------	-------------

More

Eligibility Eligibility Criteria Match Criteria Run Match Trade Edit Add Delete Close



You can just type the first few letters of the last name in the box and MOSES will find all Customers whose names contain those letters. MOSES search is not case sensitive, so you don't have to capitalize any letter.

8. Click the **Search** button. MOSES displays the results of the search under **Search Results** on this window.

Job Seeker Search

Type of Search

Search By

☐ Job Seeker ID
☒ Last Name
☐ Social Security Number
☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0001	Sammy	Lechat	01/01/1990	12877196	25 Litterbox Lane, Orange	
###-##-0014	Horatio	LeChat	01/01/1985	12877194	731 Mouse Terrace, Boston	
###-##-0012	kiki	LeChat	01/01/1990	12877157	22 Applicant Lane, Boston	
###-##-0000	Koko	LeChat	01/01/1990	12877285	100 Cambridge Street, Boston	

Row 4 of 4

More

Eligibility | **Eligibility Criteria** | **Match Criteria** | **Run Match** | **Trade** | **Edit** | **Add** | **Delete** | **Close**



Use the scroll bar on the right to see the additional list of members.



If you would like to sort any of the columns by ascending or descending order, simply right click the top cell of the column you would like to sort by, click **Sort** and select **Ascending** or **Descending**

Sort	>	Ascending
Print	>	Descending



If the number of Customers exceeds 50, click on the **More** button to see the information. The **More** button does not display the next 50 records; it adds them to the list to be displayed. You must still scroll through the list of records to the last record. The **More** button is enabled as long as there are additional records to be displayed.

9. Select the record and click the **Edit** button, hit the **Enter** key, or double click on the record, to display the **Customer** record. You can now edit or update the Job Seeker Membership.

10. Click the **OK** button to return to the **Job Seeker Search** window.

11. Select the **Social Security Number** radio button and type the Social Security Number in the **Search Criteria** box.

The screenshot shows the 'Job Seeker Search' window. In the 'Type of Search' section, the 'Search By' group has four radio buttons: 'Job Seeker ID', 'Last Name', 'Social Security Number' (which is selected), and 'Claimant ID'. To the right, there is a text box for 'Search Criteria' containing two dots '..'. Below this text box are 'Search' and 'Advanced Search...' buttons. A 'More' button is located at the bottom right of the 'Search Results' area. At the very bottom of the window is a row of buttons: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.

12. Click the **Search** button. MOSES displays the results in the Search Results window.

This screenshot shows the same 'Job Seeker Search' window after a search has been performed. The 'Search Criteria' text box now contains the number '811-01-0000'. The 'Search Results' section displays a table with one row of results. The table has columns for SSN#, First Name, Last Name, Date of Birth, Job Seeker ID, Address, and Claimant ID. The row shows data for Tom Brady. Below the table, it says 'Row 1 of 1'. The 'More' button is still present at the bottom right of the results area. The bottom row of buttons remains the same.

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0000	Tom	Brady	01/01/1990	12877145	1 Patriot Place, Foxboro	F



MOSES Job Seeker IDs are used to identify members at Career Centers, as well as to Employers if the Customer's record is listed a confidential.

13. Select the **Claimant Id** radio button and type the Claimant id in the **Search Criteria** box.

The screenshot shows the 'Job Seeker Search' window. In the 'Type of Search' section, the 'Search By' group has four radio buttons: 'Job Seeker ID', 'Last Name', 'Social Security Number', and 'Claimant ID'. The 'Claimant ID' radio button is selected. To the right, there is a text box for 'Search Criteria' and a 'Search' button. Below the search criteria, there is an 'Advanced Search...' button. The 'Search Results' section is currently empty, showing only column headers: 'SSN#', 'First Name', 'Last Name', 'Date of Birth', 'Job Seeker ID', 'Address', and 'Claimant ID'. At the bottom of the window, there is a 'More' button and a row of buttons: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.

14. Click the **Search** button. MOSES displays the results in the Search Results window.

The screenshot shows the 'Job Seeker Search' window after a search. The 'Search Criteria' text box now contains the value '12345678'. The 'Search Results' section displays a single row of data. The data is as follows:


SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-9999	George	Washington	02/22/1932	11184609	1000 Mount Vernon Way, Des	12345678

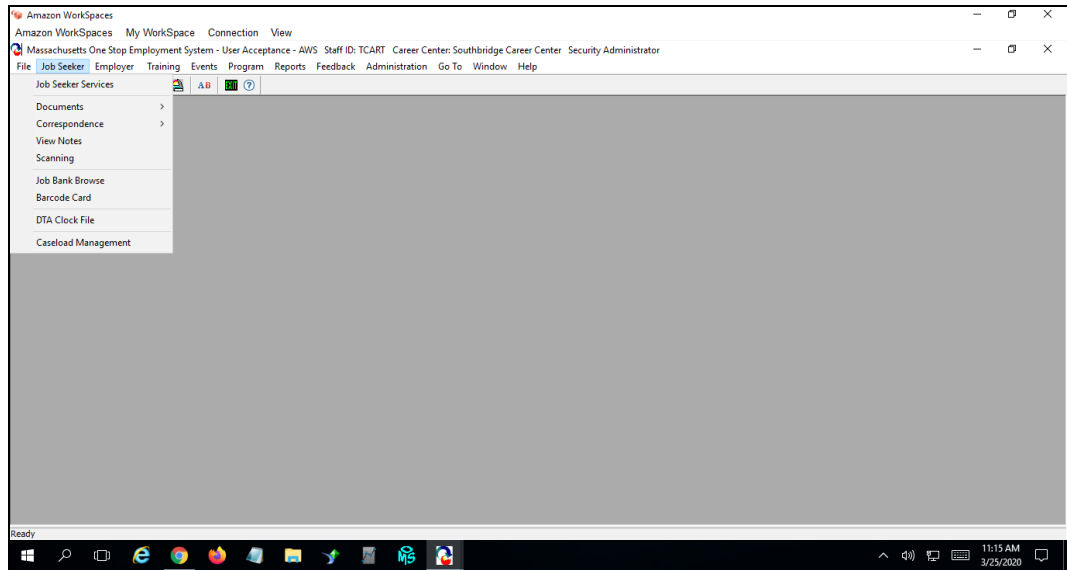
Below the table, it says 'Row 1 of 1'. There is a 'More' button to the right. The bottom buttons remain the same: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.



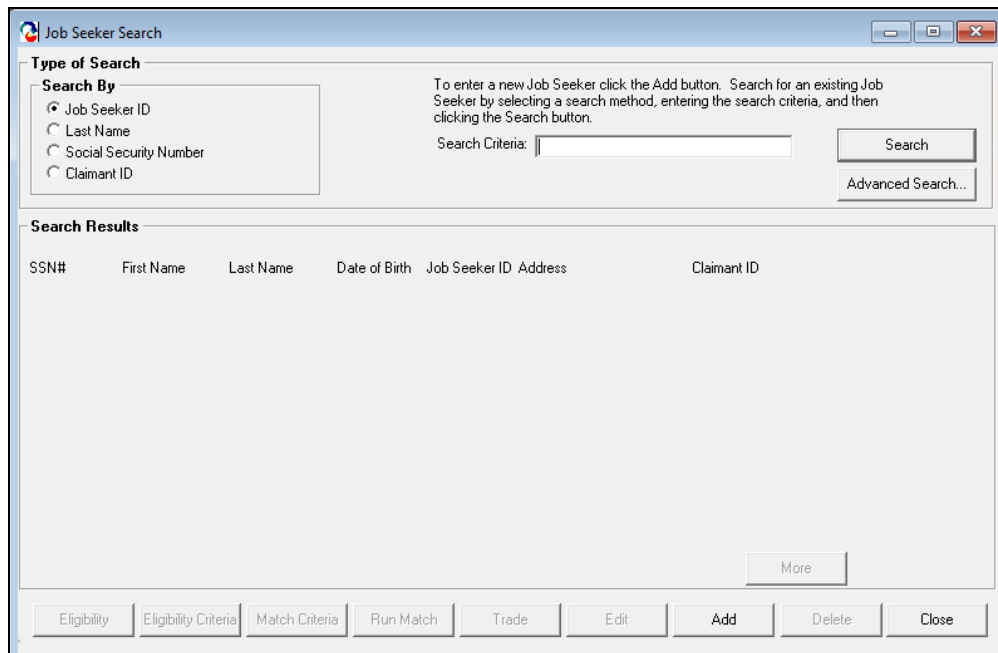
MOSES Claimant IDs are used to identify members of the Department of Unemployment Insurance programs. These customers are enrolled in joint Department of Career Services and Department of Unemployment Insurance programs.

To Do an Advanced Search for a Customer Record

1. Click **Job Seeker** on the MOSES main menu bar and select **Job Seeker Services**. You can also open this search option by clicking once on the  icon on the Icon Menu bar.



2. Click the **Advanced Search** button on the **Job Seeker Search** window.

A screenshot of the "Job Seeker Search" window. The title bar says "Job Seeker Search". The window is divided into two main sections. The top section is titled "Type of Search" and contains a "Search By" group box with four radio buttons: "Job Seeker ID" (selected), "Last Name", "Social Security Number", and "Claimant ID". To the right of this group box is a text area with instructions: "To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button." Below the instructions is a "Search Criteria:" label followed by a text input field. To the right of the input field are two buttons: "Search" and "Advanced Search...". The bottom section is titled "Search Results" and contains a table with the following headers: "SSN#", "First Name", "Last Name", "Date of Birth", "Job Seeker ID", "Address", and "Claimant ID". The table body is empty. Below the table is a "More" button. At the very bottom of the window is a row of buttons: "Eligibility", "Eligibility Criteria", "Match Criteria", "Run Match", "Trade", "Edit", "Add", "Delete", and "Close".

MOSES displays the **Customer Advanced Search** window.

Job Seeker Advanced Search

Personal

Last Name: ☐ White ☐ African American, Non Hispanic

First Name: ☐ Hispanic or Latino ☐ American Indian or Alaskan Native

Date of Birth: 00/00/0000 ☐ Asian ☐ Hawaiian Native or Other Pacific Islander

Sex: ☐ Other ☐ Information Not Available

Search based on Soundex? ☐ Yes ☒ No

General

Workforce Board: Career Center:

City/Town: Staff ID:

Zip Code: Education:

Detailed Search Criteria

Primary Language: ☐ Veterans ☐ UI Claimants ☐ Dislocated Worker

Disability: ☐ Enterprise Zone ☐ Affirmative Action ☐ Career Center Specific Programs

Previous Employer: ☐ Empowerment Zone ☐ Renewal Community

Alerts: Active or Inactive:

Phone (Home/Other): Enrolled in State Program:

No Service in the last Days Had a service within Days Age Between: and

OK Cancel

3. Enter your search criteria. You must enter at least two search criteria. One must be from either the **Personal** section or the **General** section of the window. The **Detailed Search Criteria** section is optional. Use **Advanced Search** wisely. MOSES contains well over 1,000,000+ records. Select those items that will limit your search results to manageable numbers.



Searches based on **Soundex** need at least 5 letters.

The search is based largely on consonants.

Soundex will only return names beginning with the actual first letter you type. *For instance*, "C", which sounds like "S" or "Qu" or "K", will only return names starting with "C".

If you choose "Yes" for Soundex, that counts as one criteria from the **Personal** section.



Selecting your **Career Center**, your **Staff ID**, and **Alerts** as the criteria will provide you with a list of all alerts associated with Customers entered under your Staff ID.

- Click the **OK** button. MOSES will display a list of the Customers who match your criteria.

Job Seeker Search

Type of Search

Search By

☒ Job Seeker ID
☐ Last Name
☐ Social Security Number
☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0001	Sammy	Lechat	01/01/1990	12877196	25 Litterbox Lane, Orange	
###-##-0014	Horatio	LeChat	01/01/1985	12877194	731 Mouse Terrace, Boston	
###-##-0012	kiki	LeChat	01/01/1990	12877157	22 Applicant Lane, Boston	
###-##-0000	Koko	LeChat	01/01/1990	12877285	100 Cambridge Street, Boston	

Row 1 of 4

More

Eligibility | Eligibility Criteria | Match Criteria | Run Match | Trade | Edit | Add | Delete | Close

- Select the Customer from the list and click the **Edit** button, or hit the **Enter** key, or *double click* on the name of the Customer to open the Customer's record.

Add a New Customer

Overview

To add a new Customer, you create a new record in the MOSES database for that Customer through the **Job Seeker Search** screen.

The **Job Seeker** record has nine main tabs of information, with sub tabs for additional information.

To Add a New Customer and Complete the Basic Tab

The **Basic** tab collects the minimum information needed to establish a Career Center membership.

Typically, Customers with **Basic** membership are self-directed. They might have entered their information using **MJQ** (MassHire Job Quest).

They may be just interested in using the resource room, for example, but not in receiving other Career Center services.

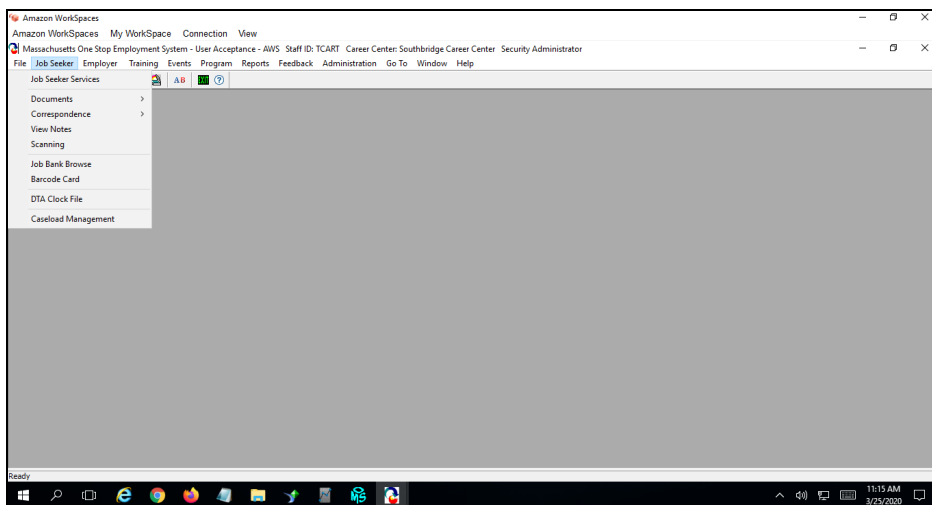
They may just use our services through the Internet (**MJQ**).

Basic membership provides the following benefits to the Customer:

- Makes the Customer a member of the statewide Massachusetts One-Stop Employment System (MOSES)
- Allows the Career Center to generate a membership card for the Customer
- Provides the career center with information to include the Customer on its email list

1. Click **Job Seeker** on the MOSES main menu bar and select **Job Seeker Services**.

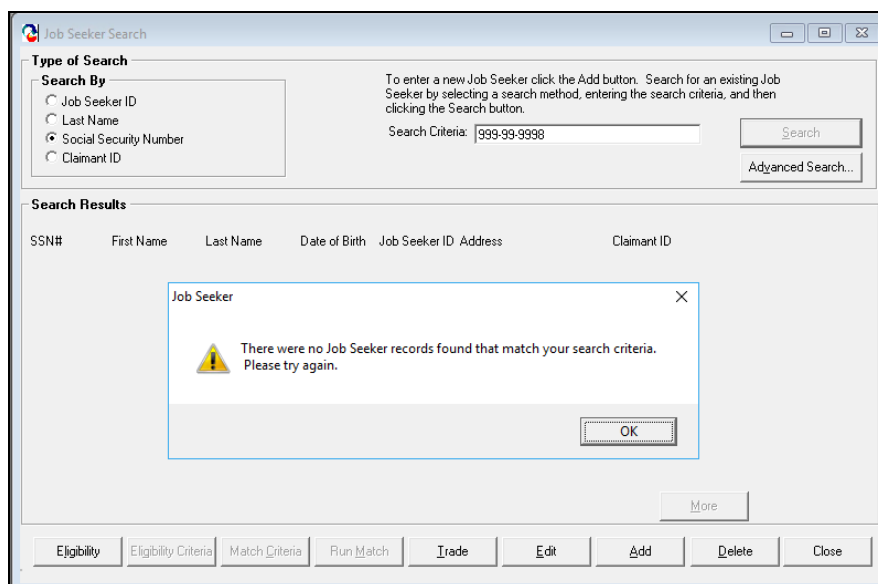
You can also open this search option by clicking once on the  icon on the Icon Menu bar



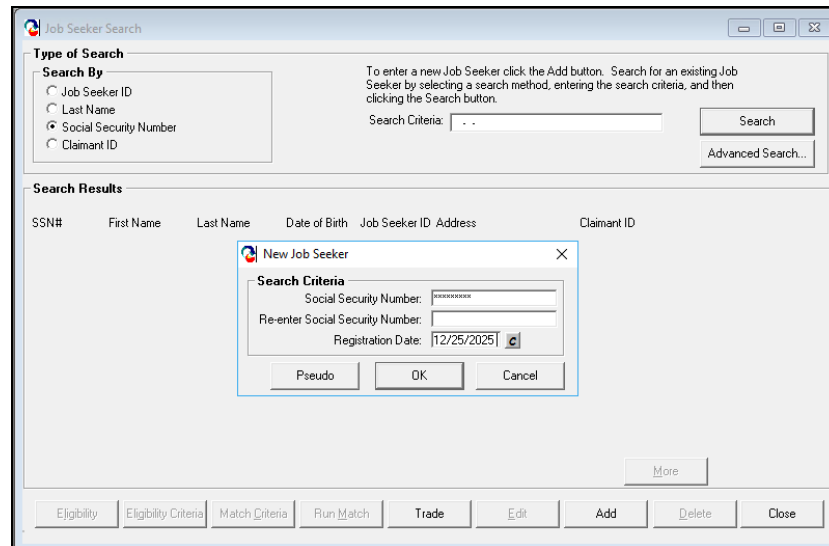
2. Search for your Customer using **Job Seeker ID**, **Last Name**, **Social Security Number**, or **Claimant ID**.

If no Customer appears using that criteria, it is likely they do not exist in MOSES. A pop-up box will appear telling you just that.

It's always a good idea to search for the Customer before you enter information.



3. Click the **Add** button  on the **Job Seeker Search** window. A **New Job Seeker** pop up box appears.



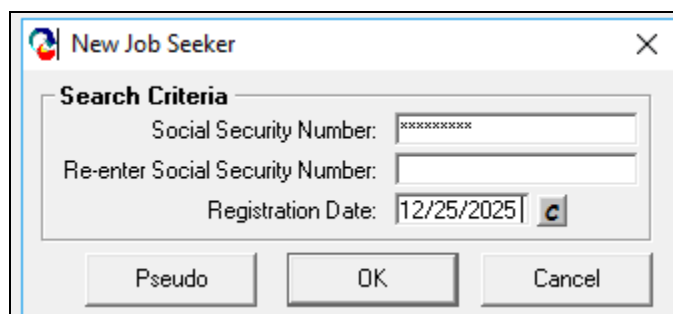
The screenshot shows the 'Job Seeker Search' window. In the 'Type of Search' section, 'Social Security Number' is selected. The 'Search Criteria' field is empty. The 'Search' button is visible. The 'Search Results' section shows a table with columns: SSN#, First Name, Last Name, Date of Birth, Job Seeker ID, Address, and Claimant ID. The 'New Job Seeker' pop-up box is open, showing 'Search Criteria' with fields for 'Social Security Number' (masked with 'x'), 'Re-enter Social Security Number' (empty), and 'Registration Date' (12/25/2025). The 'Pseudo', 'OK', and 'Cancel' buttons are at the bottom of the pop-up. The 'Add' button is highlighted in the main window's bottom toolbar.

4. Type the *social security number* for the Customer in the **Social Security Number** fields boxes.
5. Type the date the Customer enrolled in the **Registration Date** field. Remember this allows you to back date the record to the *actual* enrollment / service date.

(Standard staff backdating rights are 60 calendar days. *But your own backdating rights may be different.*)

MOSES defaults to the current date, but you may change it to a date in the past.

The **Registration Date** is the initial date of when you can enter services, notes and information from.



The screenshot shows the 'New Job Seeker' pop-up box. The 'Search Criteria' section has three fields: 'Social Security Number' (masked with 'x'), 'Re-enter Social Security Number' (empty), and 'Registration Date' (12/25/2025). The 'Pseudo', 'OK', and 'Cancel' buttons are at the bottom.



MOSES pre-fills the Registration Date field with today's date. Make sure you use the date when the Customer first came in for services. Your ability to backdate depends on your security rights.



Make every attempt to obtain the Customer's SSN. Some grants / programs **require** valid SSNs.

All Customers provided services will be run against the wage records database where Employers report actual wages paid. Employers use valid SSNs only.

Only use the pseudo button to create a pseudo number (first three digits are 900's) instead of their SSN as a **last resort**.



If the Customer is already entered in the MOSES database, in the UI system, or in MOSES/SMARTT interface, the Job Seeker record appears with the previously entered information.

Review/edit the information with the Customer to ensure it is the current information.

6. Click the **OK** button. A **Job Seeker Membership (New)** window appears.

The social security number is checked against the Unemployment Insurance (UI) database, MOSES archives, and the MOSES/SMARTT interface.

If the social security number exists in any of these sources, some information will be brought forward to the Basic tab.

Check this information to ensure it is still correct and up to date.

Job Seeker Membership (New)

SSN: XXX-XX-1234 ID: Notes

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: [] Middle Initial: []
Last Name: [] Sex: []
Date of Birth: [00/00/0000] Military: [] Yes [] No
Release Information?: [] Yes [] No

Ethnicity [] Hispanic or Latino [] Yes [] No
Race
[] White [] Black or African American
[] Asian [] American Indian or Alaskan Native
[] Other [] Hawaiian Native or Other Pacific Islander
[] Information Not Available

Programs

Program Name	Apply	Program Status	History
Job Match	[]	[]	[]
Program Eligibility	[]	[]	[]
Career Planning	[]	[]	[]

Worked in agriculture or food processing in the last 12 months? [] Yes [] No Career Center

Address

Residence Address | Mailing Address

Address: []
Country: [United States of America]
Zip: [] City: []
State: []
[] Enterprise [] Empowerment [] Renewal

[] Address Not Available [] Mailing Address different
Confidential: [] Yes [] No HITG Confidential: [] Yes [] No

Contact

Primary Phone: [] [] - [] Email: []
Other Phone: [] [] - []
Web Address: [] [] Prefers Emails []

Special Accommodations

[]

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

7. Complete the following information, under the **Basic** tab.



You must complete all of the required fields on a tab before you can select the next tab.

(▶ = Required Fields)

Your program may require additional fields filled in as well. Make sure to fill them out.

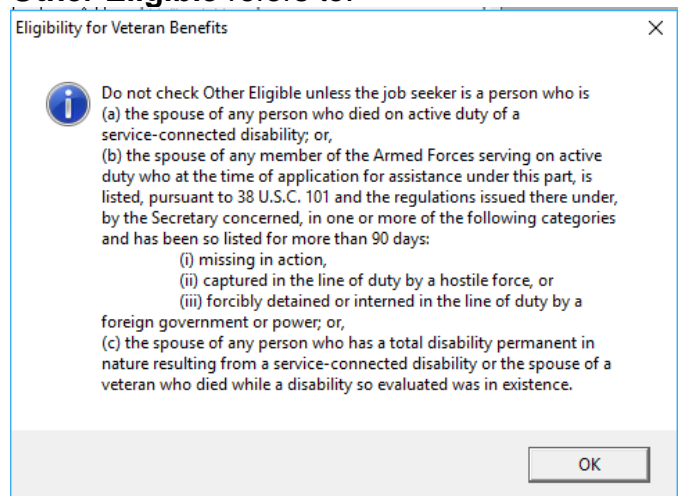


Use Title Case font (Upper and Lower case) rather than UPPER CASE (all Upper case) letters for all typing in MOSES.


This information can be a basis for resumes and letters, so should not be in all capital letters.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
First Name	▶	Type the first name of the Customer.
Middle Initial		Type the middle initial of the Customer.
Last Name	▶	Type the last name of the Customer.
Sex	▶	Select from the drop menu the sex that indicates the Customer preference.
Ethnicity	▶	Select yes or no to answer the Hispanic or Latino question .
Race	▶	Select one or more racial categories from the list. If the Customer does not want to divulge their race, use "Information Not Available". You can select more than one.
Military	▶	Select the Yes or No radio button.
Other Eligible	▶	If the No check box was selected under Military, the Other Eligible field appears and becomes mandatory. Select the Yes or No radio button.

Other Eligible refers to:



If a customer says they are Other Eligible, make sure that a DCS Veterans' Representative verifies this.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Date of Birth	▶	Click the Calendar icon  and select the Customer's date of birth from the dropdown calendar. Click the OK button. Or, you can type in the date of birth. It is important to enter the correct date of birth, as this is used in determining eligibility for certain programs.
Release Information?		<p>Only check this field if you make referrals to DOE-funded ABE/ESOL classes. Once you select a choice, it cannot be deselected.</p> <p>Yes means you have a signed ABE Release Form or that a signed ABE Release Form is located at the ABE training site.</p> <p>No means that the Customer did not sign the ABE Release Form.</p> <p>You can view the form from either of the pop-up boxes or from Job Seeker, Documents, Share Information Form.</p>
Address	▶	Type the local street address for the Customer. There are two lines for street address. Do not include the city, state, or zip on the second line. The second line adds to the first line.
Country	▶	MOSES pre-fills the country. You can use the dropdown list to select a different country, if needed.
Zip Code	▶	Type the 5 to 9 digit zip code for the Customer's address. Tab out to fill in City and State automatically. Check to make sure the zip code you entered is correct.
City	▶	MOSES pre-fills the city to match the zip code.
State	▶	MOSES pre-fills the state to match the zip code.
Enterprise Zone		This is a HUD zone in Springfield. Select this check box, if applicable.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Empowerment Zone		This is a HUD zone in Boston. Select this check box, if applicable.
Renewal Zone		This is a HUD zone in Lowell / Lawrence. Select this check box, if applicable.
Primary Phone		Type the Customer's primary phone number.
Email		Type the Customer's e-mail address. Make sure to use proper formatting.
Other Phone		Type the Customer's other phone number, if available.
Web Address		Type the Customer's internet web page address, LinkedIn address, Facebook page or social media web address, if applicable. Make sure to use proper formatting.
Prefers Email		Check this if the Customer wishes to be contacted via email. You must have a valid email address in that field.
Address Not Available		Select this check box if the Customer does not have an address. They could be homeless, in a shelter or in a domestic abuse situation.
Mailing Address Different		Select this check box if the Customer has a different mailing address. When you select this option, the Mailing Address sub tab becomes available. It must be completed before moving to the next tab.
Confidential		This is only viewable.
Agricultural Work Question	►	Check the proper radio button after asking the customer if they have worked in agriculture or food processing in the last 12 months. This is looking for Migrant farm workers.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Special Accommodations		Describe Special Accommodations, if any.

7. NOTE the following fields in the **Programs** section of the **Basic** screen.

Job Seeker Membership (New)

SSN: XXX-XX-1234 ID: [] Notes

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: [Anita] Middle Initial: []

Last Name: [Job] Sex: [Nonbinary]

Date of Birth: [01/01/1990] Military: [] Yes [] No

Release Information?: [] Yes [] No Other Eligible: [] Yes [] No

Ethnicity Hispanic or Latino: [] Yes [] No

Race [] White [] Black or African American [] Asian [] American Indian or Alaskan Native [] Other [] Hawaiian Native or Other Pacific Islander [] Information Not Available

Address

Residence Address | Mailing Address

Address: [123 Applicant Way]

Country: [United States of America]

Zip: [02114] City: [Boston]

State: [Massachusetts]

[] Enterprise [] Empowerment [] Renewal

[] Address Not Available [] Mailing Address different

Confidential: [] Yes [] No HITG Confidential: [] Yes [] No

Contact

Primary Phone: [617]626-3530 Email: [ajob@gmail.com]

Other Phone: [781]447-1236

Web Address: [www.linkedin.com/76rs7/sk91ls/09y] [] Prefers Emails

Special Accommodations

[] Worked in agriculture or food processing in the last 12 months? [] Yes [] No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel


Field Name Required Action

Program Name

MOSES presents a list of programs applicable to Career Center Customers. You can scroll through the list using the scroll bar to the right. Customers are commonly in Job Match, Program Eligibility, and Career Planning in the programs section. Some programs need to have eligibility determined prior to putting them in the program. Appendix C provides definitions of the listed programs.

Apply

This box is used to enroll / register customers in the program. Once checked some programs can not be unchecked.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Program Status		<p>MOSES often pre-fills this field.</p> <p>For example, when Job Match is checked, the status shows as “Incomplete”.</p> <p>Once the Job Match Criteria has been successfully entered and saved, the status changes to “Info. Complete-On”.</p>
History		<p>Click once on the folder icon  at the end of the row for a program.</p> <p>This gives you information about enrollment and exiting dates and history.</p>



Once you click on the **Apply** checkbox, MOSES asks you if you are sure that is what you want to do.

Click **Yes** if you are sure you want to enroll the Customer in that program.

Click **No** if the **Apply** checkbox was clicked by mistake.



Once you click on the **Apply** checkbox for a program that needs program eligibility determined, MOSES tells you that program eligibility should be established prior to clicking on the **Apply** checkbox.

The same holds true for Career Center Specific programs.

8. Click on the **Career Center** Button to view Customer programs applicable to that Career Center.

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window. The 'Basic' tab is selected. The 'Career Center' button is highlighted in blue. A dialog box titled 'Career Center Specific Programs' is open, showing a list of programs with an 'Apply' checkbox for each. The 'Apply' checkbox for 'Apprenticeship Grant' is checked. The 'Career Center' button and the text for the chosen program(s) turn green.



Once you click on the **Apply** checkbox, MOSES asks you if you are sure that is what you want to do. Click **Yes** if you are sure you want to enroll the Customer in that program. Click **No** if the **Apply** checkbox was clicked by mistake.



When you enroll a Customer into a Career Center specific program, the **Career Center** button and the text for the chosen program(s) turn **green**. Once a Customer is exited from that Career Center specific program, the text turns **red**.

You have completed the **Basic** tab.

The next step is to complete the **Full** tab.

To Complete the Full Tab

A **Full** membership lets the Customer use more of the available services of MOSES.

These fields are indicated by a ✓ mark rather than a ► mark.

This gives you the option of completing the information later.

These fields are **required** for federal reporting and need to be completed.

The ✓ means it is a *recommended* field.

For many programs, part of the eligibility is that the job seeker has a full membership (the full tab – General Information sub tab) completed).

1. Click the **Full** tab on the **Job Seeker** record.

The following screen appears.

Job Seeker Membership (Job, Anita)

Job, Anita SSN: XXX-XX-1234 ID: 12877345

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Information Military Information Barriers Assistance/Disaster Relocation

Additional Information

✓ Employed: [dropdown] Immigrant: ☐ Yes ☐ No

✓ Disability: ☐ Yes ☐ No ☐ Not Disclosed

Type: ☐ Mobility ☐ Mental ☐ Hearing ☐ Vision ☐ Cognitive
☐ Learning Disability ☐ Chronic Health Condition

Primary Language: [dropdown]
Language Details: [text area]

Dislocated Worker ☐
Summer Youth ☐
Permanently Separated (HITG): ☐ Last Modified: 00/00/0000

Economically Disadvantaged

✓ Family Size: [text field]

Education

✓ In School: ☐ Yes ☐ Yes - In Alternative School ☐ No

✓ Highest Degree: [dropdown]

Work Search Verification

Date Verified: [text field]
Verified By: [text field]

Claimant ID

Migrant Status

☐ Seasonal Farm Worker, Non Migrant
☐ Migrant Farm Worker
☐ Migrant Food Processor

Long-Term Unemployed (27+ weeks) ☐

Career Objective / Summary

Viewable to Employers on the Internet (JobQuest) ☐ Yes ☐ No


Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Type the Customer's information into the following fields under the **General Information** sub tab.

Required fields (►) must be completed before you can select the next tab in MOSES.

Highly Recommended (✓) fields are required for federal reporting and for entry into most programs.

You can move on to the next tab if these ✓ fields are incomplete.

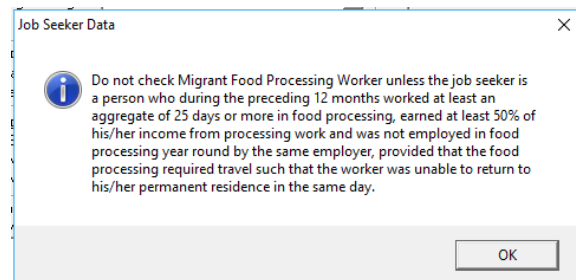
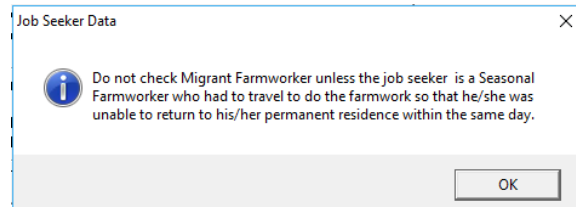
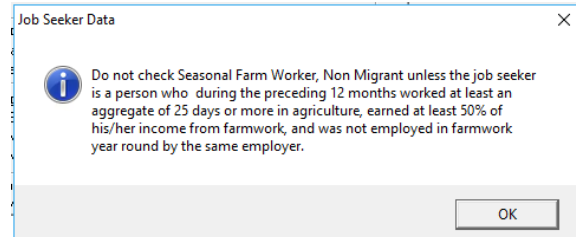
However, a Missing Fields Alert ( / Stop/No Entry sign) will appear on the Customer's record until the required or recommended information is completed.



<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Employed	✓	Select the Yes or No radio button.
Disability	✓	Select the Yes , No or Not Disclosed radio button. Then check off the customers disability Type boxes.
Disability Comment		(<i>Optional</i>) Type a brief description of the disability, if the Customer is disabled. Use Notes instead this is more discrete.
Immigrant		Use this field only when referring a Customer to a DOE-funded ABE/ESOL course. In this case, DOE requires that we check Yes if the Customer is foreign-born and has legal status to live in the USA.
Dislocated Worker		Select this check box if the Customer is a dislocated worker <u>and</u> your Career Center <i>uses</i> this field for reporting. Otherwise do not use.
Summer Youth		Select this check box if the Customer is a summer youth <u>and</u> your Career Center <i>uses</i> this field for reporting. Otherwise do not use.
Primary Language		Select the Customer's primary language from the dropdown list. (<i>Optional</i>)
Language Details		Describe language details, such as degree of fluency in oral and written use of that language. Or customer has multiple languages.
Permanently Separated (HITG):		Information from the UI database will cause this check box to be checked, if the Customer is collecting UI and is permanently separated from their most recent employer. Staff cannot check this box themselves.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Last Modified		Information from the UI database will cause this date field to be completed. Staff cannot complete this field themselves.
Family Size	✓	Type the number of people living in the household. This includes the Customer.
Family Income	✓	After you enter the Family Size , MOSES displays the question “ <i>Is your family income for the last six months below \$#,###?</i> ” This determines whether or not a Customer is economically disadvantaged. The income level is calculated from the Family Size and the zip code. Read the question to the Customer and select the Yes or No radio button. The income levels are updated each year.
In School	✓	Select the Yes, Yes in Alternative School or No radio button.
Highest Degree	✓	Select the Customer’s highest educational degree from the dropdown list. (Or highest grade completed.) It is important to make the correct selection, as this is used as one of the Job Match Criteria.
Highest Education Grade		MOSES displays this field <u>only</u> when you select Less than High School , Some College , or Post-Secondary with High School , from the dropdown list. Select the number of years of school completed.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Migrant Status	✓	Select the radio button indicating the correct Migrant Status if you clicked Yes to the Agricultural Work Question on the Basic tab. Definitions are below:



Career Objective

Describe **Career Objectives**, if any.
(Up to 750 characters.)
Remember that this career objective will appear on the resume document, so spelling, capitalization, punctuation, and grammar should be carefully reviewed.

You have now completed a **Full** Membership.

To Add a New Customer Who Is a Veteran

While giving information on the **Basic** tab, if the Customer answered “**Yes**” to **Military** or **Other Eligible** status, complete the **Military Information** sub tab.

This is accessed from the **Full** tab.

1. On the **Full** tab, click the **Military Information** sub tab to view military information.

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a header bar with "Job, Anita" on the left, "SSN: XXX-XX-1234 ID: 12877345" in the center, and a blue button labeled "B" and a "Notes" button on the right. Below the header is a tabbed interface with tabs: "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", and "Special Programs". The "Full" tab is selected. Under the "Full" tab, there are sub-tabs: "General Information", "Military Information", "Barriers", and "Assistance/Disaster Relocation". The "Military Information" sub-tab is active. It contains a section titled "Military Branches" with a sub-section "Branch" and a table with columns: "Type of Discharge/Status", "Start Date", "Release Date", and "DD214". To the right of the table are three buttons: "Add", "Edit", and "Delete". Below the "Military Branches" section is a section titled "Veteran Information" with a large text area and a label "Type of Veteran:". At the bottom of the window are several buttons: "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

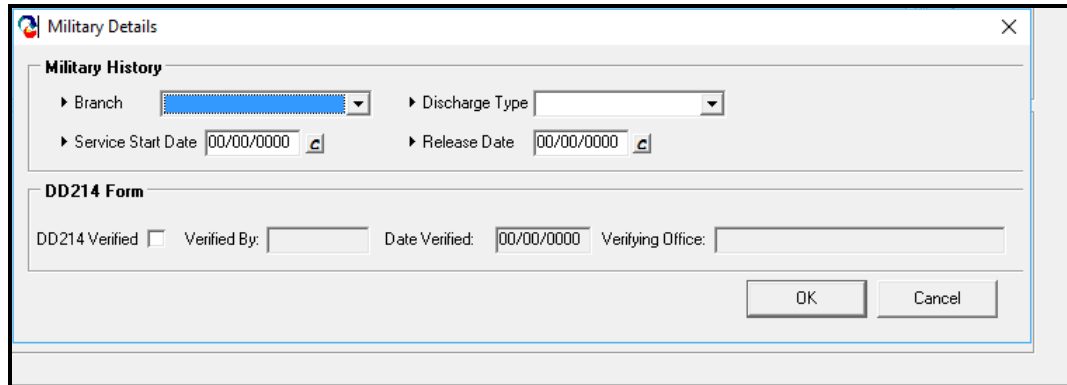


Veterans are usually referred to the MDCS Veterans' Representatives, who hold special expertise for serving these clients.

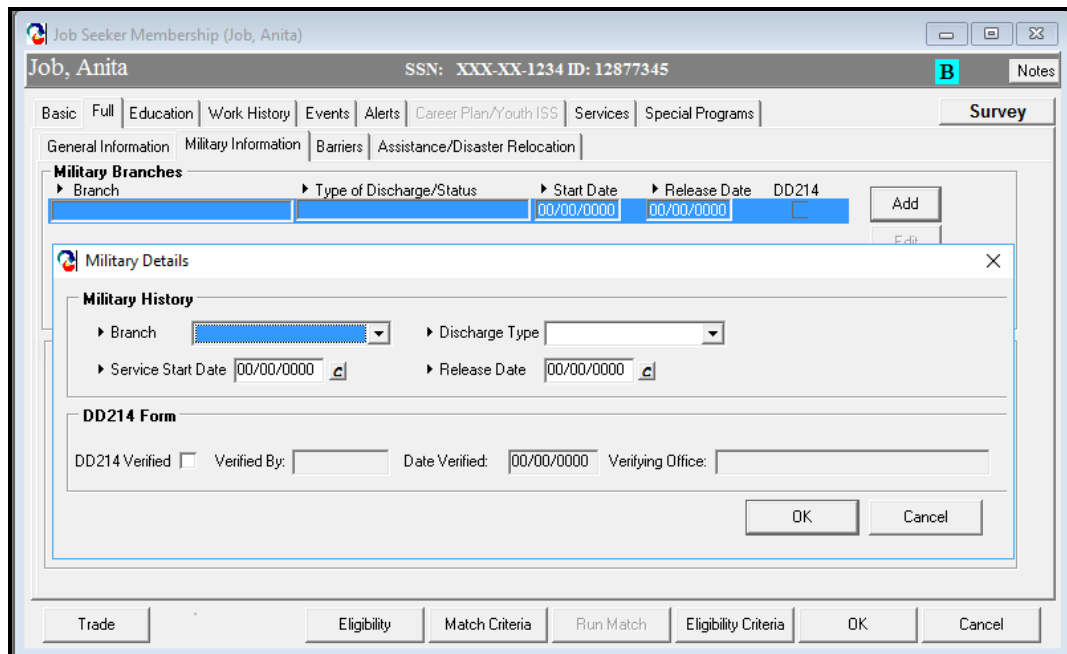


If the Customer answered “**No**” to Military status and Other Eligible status, the sub tab will be inactive. It appears grayed out.

2. Click the **Add** button.



The screenshot shows a 'Military Details' dialog box. It has a title bar with a close button. The main area is divided into two sections: 'Military History' and 'DD214 Form'. The 'Military History' section contains four fields: 'Branch' (a dropdown menu), 'Discharge Type' (a dropdown menu), 'Service Start Date' (a date field with a calendar icon), and 'Release Date' (a date field with a calendar icon). The 'DD214 Form' section contains a 'DD214 Verified' checkbox, a 'Verified By' text field, a 'Date Verified' date field, and a 'Verifying Office' text field. At the bottom right are 'OK' and 'Cancel' buttons.





The screenshot shows the 'Job Seeker Membership' window for 'Job, Anita'. The window has a title bar and a menu bar with options: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. Below the menu bar is a 'General Information' tab, and below that is a 'Military Information' tab. The 'Military Information' tab is active, showing a table with columns: Branch, Type of Discharge/Status, Start Date, Release Date, and DD214. There is an 'Add' button next to the table. The 'Military Details' dialog box is open over the table, showing the same fields as in the previous screenshot. At the bottom of the window are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

3. Complete the required fields (▶).

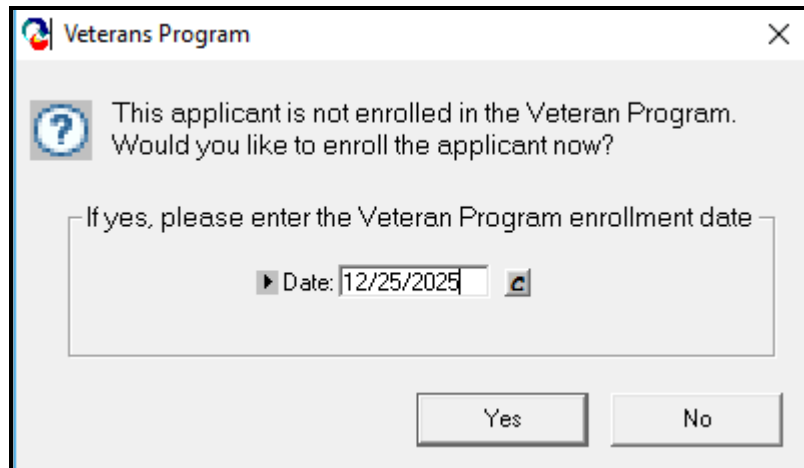
4. Complete the optional fields if the information is available.



Make sure you verify this information against the DD214 form (official discharge papers from the military).

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Branch	▶	Select the branch of military service from the dropdown list.
Discharge Type	▶	Select the type of military discharge from the dropdown list.
Service Start Date	▶	Click the Calendar icon  and select the Start Date from the dropdown calendar. Click the OK button. Or, you can type in the Start Date. Certain start and release dates trigger additional radio button options under Veteran Information.
Release Date	▶	Click the Calendar icon  and select the Release Date from the dropdown calendar. Click the OK button. Or, you can type in the Release Date. Certain start and release dates trigger additional radio button options under Veteran Information.
DD214 Verified		Check off the box if Verified.
Verified By		This will automatically fill in your MOSES id if you checked the box.
Date Verified		This will automatically fill in the date the box was checked.
Verifying Office		This will automatically fill in your MOSES ids assigned office if you checked the box.

If the Veteran is not enrolled in your offices Veterans Program the following pop up appears upon **Saving** the **Military Details** box.



Answer as needed.
Note the date will default to todays date.



If the Customer served in more than one military branch, click the **Add** button to display a blank row and fill in the information on the second branch.

5. Complete the **Veterans Information** fields.

If the information is available (Or **Not Disclosed** can be selected).

Job Seeker Membership (Job, Anita)

Job, Anita SSN: XXX-XX-1234 ID: 12877345

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Information Military Information Barriers Assistance/Disaster Relocation

Military Branches

Branch	Type of Discharge/Status	Start Date	Release Date	DD214
Army	Honorable	03/25/2007	03/06/2019	X

Add Edit Delete

Veteran Information

Is Your Disability Service Connected? ☐ Yes ☒ No

Campaign Badge ☐ Yes ☐ No

Homeless Veteran or at risk of being homeless ☐ Yes ☐ No ☐ Not Disclosed

Offender who has ever been incarcerated ☐ Yes ☐ No ☐ Not Disclosed Type of Veteran:

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Field Name Required Action

Is Your Disability Service Connected?

Select the **Yes** or **No** radio button to indicate if the disability is service connected. If **Yes**, select the percentage of the disability that is service connected from the dropdown list. This only field only appears if you checked **Yes** for **Disability** on the General Information tab.

Campaign Badge

Select the **Yes** or **No** radio button.

Homeless Veteran or at risk of being homeless

Select **Yes**, **No**, or **Not Disclosed**.

Offender
who has
ever been
incarcerate
d

Select **Yes**, **No**, or **Not Disclosed**.

The Veterans Information section.

Veteran Information

Is Your Disability Service Connected?

☐ Yes ☒ No

▶ Campaign Badge

☒ Yes ☐ No

▶ Desert Storm/Desert Shield

☐ Yes ☐ No

▶ Operation Iraqi Freedom

☐ Yes ☐ No

▶ Operation Enduring Freedom

☐ Yes ☐ No

▶ Homeless Veteran or at risk of being homeless

☒ Yes ☐ No ☐ Not Disclosed

▶ Offender who has ever been incarcerated

☒ Yes ☐ No ☐ Not Disclosed

HVRP Grant No:

Type of Veteran:

- Served in Vietnam (In Country)

▶ Select the **Yes** or **No** radio button.
This question is triggered by the start and release dates.
(This field appears only if the user enters a military date range between 2/28/1961 and 8/14/1964.)
- Reserve Time/ Training Time

▶ Select the **Yes** or **No** radio button.
This question is triggered by the start and release dates.
- Desert Storm/ Desert Shield

▶ Select the **Yes** or **No** radio button.
This question is triggered by the start and release dates.
(This field appears if the user enters a military date range between 8/2/1990 and 11/15/91.)
- Operation Iraqi Freedom

▶ Select the **Yes** or **No** radio button.
This question is triggered by the start and release dates.
(This field appears if the user enters a military date range between XXXXX and XXXXXXXX.)

Operation Enduring Freedom



Select the **Yes** or **No** radio button.
This question is triggered by the start and release dates.
(This field appears if the user enters a military date range between XXXXXX and XXXXXXXX.)



“Is your disability service connected?” will not appear unless the Customer answered “Yes” to being disabled on the **General Information** sub tab.



The job seekers record will now have a flag



on the Veterans MOSES

record designating them a Veteran.

To Add a New Customer the Barriers sub tab

For newly entered customers this is an *OPTIONAL* tab.

Use the **Barriers** sub tab on the **Full** tab to accurately record the things that impact the Customer's potential success in training, job search, or sustained employment.

1. Click the **Barriers** tab to enter any "barriers to employment" and/or "eligibility".

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a header bar with "Job, Anita" on the left, "SSN: XXX-XX-1234 ID: 12877345" in the center, and a "Notes" button on the right. Below the header is a tabbed interface with tabs: "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", "Special Programs", and "Survey". The "Full" tab is selected, and within it, the "Barriers" sub-tab is active. The "Barriers" sub-tab contains three columns of checkboxes for selecting barriers and eligibility factors. Below these columns is a "Barrier Notes" section with a text area and an "Expand" button. At the bottom of the window are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

Barriers and Eligibility		
<input type="checkbox"/> Below Grade Level	<input type="checkbox"/> Lack of Self-Sufficiency	<input type="checkbox"/> Disability
<input type="checkbox"/> DCF Youth	<input type="checkbox"/> Lack of Transportation	<input type="checkbox"/> English Language Learner
<input type="checkbox"/> Displaced Homemaker	<input type="checkbox"/> Legal	<input type="checkbox"/> Foster Child
<input type="checkbox"/> DYS Youth	<input type="checkbox"/> Limited Basic Educational Skills	<input type="checkbox"/> Homeless
<input type="checkbox"/> Financial	<input type="checkbox"/> Limited Job Search Skills	<input type="checkbox"/> Low Levels of Literacy
<input type="checkbox"/> Health	<input type="checkbox"/> Other	<input type="checkbox"/> Offender/Subject to Justice System
<input type="checkbox"/> Housing	<input type="checkbox"/> Probation/Court Involvement	<input type="checkbox"/> Pregnant/Parenting Issues
<input type="checkbox"/> Labor Market Discrimination/Cultural Barrier	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Runaway Youth
<input type="checkbox"/> Lack of Childcare/Eldercare	<input type="checkbox"/> Underemployed	<input type="checkbox"/> Youth Not Attending, but of Compulsory Age
<input type="checkbox"/> Lack of Credentials, Certification, Licensing	<input type="checkbox"/> Work History (limited,gaps,none,etc.)	<input type="checkbox"/> Youth Requiring Additional Assistance
<input type="checkbox"/> Lack of Marketable/Occupational Skills		

Note: Barriers should not be unchecked when they are resolved. Instead, a barrier note should be added to indicate how the barrier was resolved. Also be aware that checking the Eligibility barriers will affect eligibility.

Barrier Notes

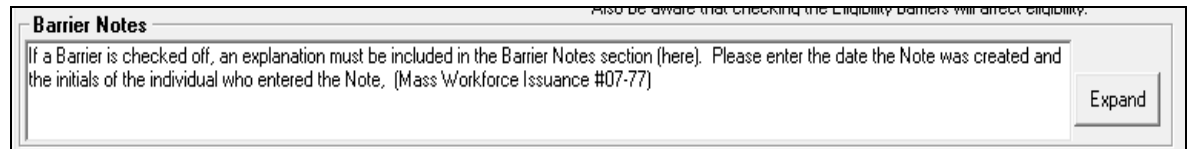
Expand

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. The list of **Barriers** is shown.

3. You **must** enter the reason why each barrier was checked and how it will be addressed in the **Barriers Notes** box.

You need to be able to justify the selection of any barrier selected.



The screenshot shows a web interface for the 'Barrier Notes' section. At the top, there is a header bar with the title 'Barrier Notes' on the left and a small warning text 'Also be aware that checking the Equity Barriers will affect equity.' on the right. Below the header is a large text area for entering notes. To the right of the text area is a button labeled 'Expand'. The text area contains the following instruction: 'If a Barrier is checked off, an explanation must be included in the Barrier Notes section (here). Please enter the date the Note was created and the initials of the individual who entered the Note, (Mass Workforce Issuance #07-77)'.

4. Do **not** uncheck or delete the **Barrier**, if the barrier no longer exists. This totally erases the barrier from MOSES.

Simply add a sentence in Barrier Notes about how the barrier was addressed / resolved / canceled.

To Add a New Customer the Assistance / Disaster Relocation sub tab

Use the **Assistance / Disaster Relocation** sub tab on the **Full** tab to accurately record information in the **Assistance Categories** section (see Appendix C for definitions of these programs), the customers Department of Housing and Community Development (**DHCD**) participation id; and / or **Disaster Relocations** information.

1. On the **Full** tab, click the **Assistance / Disaster Relocation** sub tab to view this information.

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a menu bar with "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", "Special Programs", and "Survey". Below the menu bar is a sub-tab bar with "General Information", "Military Information", "Barriers", and "Assistance/Disaster Relocation". The "Assistance/Disaster Relocation" sub-tab is selected. The main area contains three sections: "Assistance Categories" with checkboxes for TAFDC, EAEDC, SSI, Long Term TAFDC, Free/Reduced Price Lunch, Refugee Assistance, SNAP (Supplemental Nutrition Assistance), SSDI, Previous SSDI Recipient, Other Income-Based Public Asst, Chapter 115 Veteran Benefits, and Ticket to Work; "DHCD Participant ID" with a text input field; and "Disaster Relocations" with a table for recording relocations. The table has columns for "Relocation Date", "Relocated From", "Relocation Reason", and "Enter Other Description". There are "Add" and "Delete" buttons next to the table. At the bottom of the window are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

2. Fill in the necessary information.



Assistance Categories are programs like a variety of Social Security programs, Chapter 115 Veterans, Youth who qualify for Free or Reduced Lunch, and other assistance programs. By checking these categories off, it may qualify your customer for different programs.



If the Customer is enrolled in the Department of Housing and Community Development (DHCD) program enter their participation id in the box. This id is their registration in the program.

DHCD Participant ID

Department of Housing and Community Development

3. Fill in the necessary information regarding **Disaster Relocations**.

Disaster Relocations			
Relocation Date	Relocated From	Relocation Reason	Enter Other Description
00/00/0000		<div> <div>Hurricane</div> <div>Tornado</div> <div>Widespread Flooding</div> <div>Wildfires</div> <div>Other</div> </div>	

Add

Delete



If the Customer has moved to Massachusetts from elsewhere that was a disaster area record the information here. Recent examples are Hurricane Maria (Puerto Rico) and Hurricane Katrina (New Orleans). This data entry could be part of the program enrollment for these disasters.

To Add a New Customer the Education Tab

The next step is to complete the **Education** tab.

This information is used to help staff assist the Customer in many aspects of workforce development programs.

1. Click the **Education** tab on the **Job Seeker Membership** window.

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a header bar with "Job, Anita" on the left, "SSN: XXX-XX-1234 ID: 12877345" in the center, and a blue "F" icon and a "Notes" button on the right. Below the header is a tabbed interface with tabs: "Basic", "Full", "Education" (which is selected), "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", "Special Programs", and "Survey". The "Education" tab is active and contains three sections:

- Degrees**: A table with columns "Institution", "Degree", "Major", "Status", "Start date", and "End date". There are "Add" and "Delete" buttons to the right of the table.
- State/National Occupational Licenses, Certifications, and Registrations**: A table with columns "Type", "Title", "Issued By", "State", "Date Issued", and "Exp Date". There are "Add" and "Delete" buttons to the right of the table.
- Vocational Education and Other Training**: A table with columns "Institution", "Course Title", "Status", "Start Date", and "End Date". There are "Add" and "Delete" buttons to the right of the table.

At the bottom of the window is a row of buttons: "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".



This information helps all staff provide good services. Make sure that you complete this tab.

Entering this information eliminates each staff person having to obtain the same information from the Customer each time.



State/National Licenses, Certifications, and Registrations refer to state or national professional licenses, not standard motor vehicle licenses. Enter in a Commercial Driver's License here.

- Click the **Add** button in the **Degrees** section and complete the information.

Degrees refers to high schools and colleges/ universities / higher education.

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window. The top bar displays 'Job, Anita' and 'SSN: XXX-XX-1234 ID: 12877345'. Below the top bar are tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, and Special Programs. The 'Education' tab is selected, and the 'Degrees' section is active. It contains a table with columns: Institution, Degree, Major, Status, Start date, and End date. The 'Add' button is visible. Below the table are 'Add' and 'Delete' buttons. The 'State/National Occupational Licenses, Certifications, and Registrations' section is also visible, with columns: Type, Title, Issued By, State, Date Issued, and Exp Date. Below this is the 'Vocational Education and Other Training' section, with columns: Institution, Course Title, Status, Start Date, and End Date. At the bottom are buttons: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

- Repeat as needed.



High school education should be entered if there are no additional degrees sought by the Customer.



If a Customer did not complete high school, enter the high school name and it is a good idea to record this, using the **Status of Incomplete**. This way, the question only has to be asked once of the Customer.



Certificates that do not lead to a degree should be added in the **Vocational Education and Other Training** section. This is true even if they take the courses for the certificate in a college setting.



If the Customer is currently pursuing a degree, enter that information, and choose **In Course** for the status.
If the Customer stopped pursuing a degree, enter that information, and choose **Incomplete** for the status.



The **Major** field may be used if the course of study is / was relevant to their work or could lead to employment. But it is not required.

- Click the **Add** button in the **State / National Occupational Licenses, Certifications, and Registrations** section and complete the information.

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a menu bar with "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", and "Special Programs". Below the menu bar is a header area with "Job, Anita", "SSN: XXX-XX-1234 ID: 12877345", a blue "F" icon, and a "Notes" button. The main content area is divided into three sections: "Degrees", "State/National Occupational Licenses, Certifications, and Registrations", and "Vocational Education and Other Training". Each section has a table with columns for various fields and "Add" and "Delete" buttons. The "State/National Occupational Licenses, Certifications, and Registrations" section is currently selected and shows a table with columns: Type, Title, Issued By, State, Date Issued, and Exp Date. The "Vocational Education and Other Training" section has columns: Institution, Course Title, Status, Start Date, and End Date. At the bottom of the window are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

- Repeat as needed.



Licenses, Certifications, and Registrations refer to state or national professional licenses, not standard motor vehicle licenses. Enter in a Commercial Driver's License here. All drivers' licenses are included in the **Job Match, Match Criteria, Summary** area.

- Click the **Add** button in the **Vocational Education and Other Training** section and complete the information.

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a menu bar with "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", and "Special Programs". Below the menu bar is a header area with "Job, Anita", "SSN: XXX-XX-1234 ID: 12877345", a blue "F" icon, and a "Notes" button. The main area is divided into three sections: "Degrees", "State/National Occupational Licenses, Certifications, and Registrations", and "Vocational Education and Other Training". Each section has a table with columns for Institution, Degree/Major, Status, Start date, and End date. The "Vocational Education and Other Training" section is currently selected, and its table has a blue row with the values "00/0000" for both Start Date and End Date. To the right of each table are "Add" and "Delete" buttons. At the bottom of the window are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

- Repeat as needed.



Use this section to record individual courses or non-degree certificates pursued at any post-secondary training provider, including colleges.

To Add a New Customer the Work History Tab

The next step is to complete the **Work History** tab. This information is also used to build the Customer's record.

1. Click the **Work History** tab on the **Job Seeker Membership** window. An **Employment History** window appears.

The screenshot shows a software window titled "Job Seeker Membership (Job, Anita)". The window has a header bar with "Job, Anita" on the left, "SSN: XXX-XX-1234 ID: 12877345" in the center, and a blue "F" icon and a "Notes" button on the right. Below the header is a tabbed interface with tabs: "Basic", "Full", "Education", "Work History" (which is selected and highlighted), "Events", "Alerts", "Career Plan/Youth ISS", "Services", "Special Programs", and "Survey". The "Work History" tab contains two sections: "Employment History" and "Post Service Employment". Each section has a table with columns: "Company Name", "Job Title", "Salary", "Salary Unit", "Start Date", and "End Date". To the right of each table are four buttons: "Add", "Edit", "Delete", and "Select". At the bottom of the window is a row of buttons: "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".



This information helps all staff provide good services. Make sure that you complete this tab. Entering this information eliminates each staff person having to obtain this information from the Customer each time.



If a customer has no work history make sure you enter a Note that they have no work history. Otherwise other staff will be looking for it.



The work history should reflect what the customer wants as their work history. Remember they can edit it in JobQuest as well.



For customers downloaded into MOSES from the Department of Unemployment Assistance, they will have their work history prepopulated from their UI information. You may edit this as needed. But not all the fields will be filled out.

2. Click the **Add** button.

A **Work History Details** pop up window appears.

Work History Details

Work History Detail | Additional Benefits

Company

▶ Name: [] ▶ City: [] ▶ State: [Massachusetts ▼]
Employer ID: [] Employer FEIN: []

Job Description

▶ Occupational Code: [] Search [] []
▶ Job Title: [] ▶ Start Date: [00/00/0000] End/Dislocation Date: [00/00/0000]

Other Details

Main Duties: []

▶ Display to Employers? ☐ Yes ☐ No Salary(\$): [] .00 Salary Unit: [] Benefits: []
Reason For Leaving: [] Hours/Week: [] .00

Additional Info

NAICS Code: [] SIC: []
NAICS Sector: []
NAICS Subsector: []
NAICS Ind Group: []
NAICS Industry: []
NAICS US Industry: []

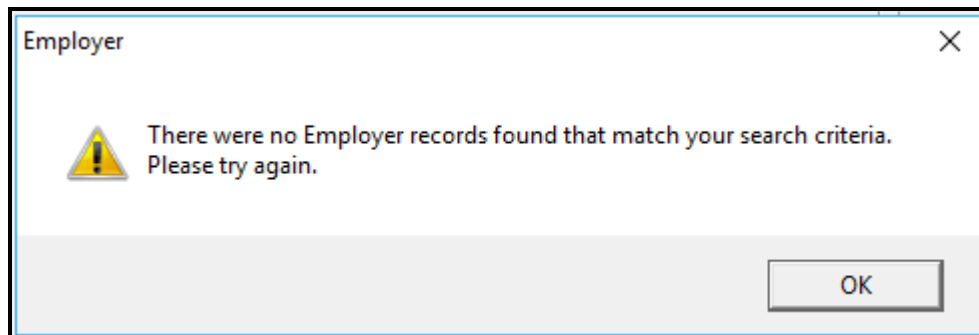
Layoff and Petition IDs

Layoff ID	Federal Petition No	Petition Status
[]	[]	[]

Record Not Available | Industry Code Search | Employer Search | OK | Cancel

3. Click on the **Employer Search** button to find all **Company**, **NAICS**, and **Layoff and Petition IDs** information, if it exists in MOSES.

If you cannot find the Employer, leave (click **Close**) the **Employer Search** area and click on the **Record Not Available** button now available on the Work History Details box.



Record Not Available

4. Complete the following fields in the **Work History Details** window. Also, complete as many of the optional fields as possible.

This makes the Customer 's assessment and potential resume more complete. Start with the most recent employment.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Name	▶	Type the name of the Customer's most recent employer. (The Employer Search button will be available to search for an employer name. Employer Search is covered more fully in Lesson 16, <i>Search for an Employer</i> .)



An employer search from the **Work Experience Details** screen searches for all of the regular, Rapid Response, Trade, and/or NDWG locations for a particular employer. If one employer has two different rapid response locations, that employer will appear twice (or more) when an employer search is done from this tab. Make sure you select the correct location.

City	▶	Type the city where the company is located.
State	▶	MOSES pre-fills this field with Massachusetts. Select a different state, if appropriate.
Employer ID		This is the Identification Number that MOSES assigns the Employer. This will pre-fill when you select an Employer from the Employer Search Screen.
Employer FEIN		This is the Federal Employer Identification Number used by the Employer. This will pre-fill when you select an Employer from the Employer Search Screen.
Occupational Code		Type the eight-digit Occupational Code . If you do not know the Occupational Code, you can click the Search button next to this field to find the code and description. You can also do a web search for the correct eight-digit code.
Job Title	▶	Type the Customer's most recent Job Title .
Start Date	▶	Type the Start Date of that job.
End Date		Type the End Date of that job. Leave this field blank if the person is still employed on this job.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Main Duties		Type a brief description of the Customer's Main Duties . This is the equivalent of what you would enter on a resume.
Display to Employers		Select Yes or No if the Customer does or does not want this particular job to appear on the MOSES Internet applications (MassHire Job Quest) to employers.
Salary		Type the Customer's Salary .
Salary Unit		Select the Salary Unit from the dropdown list.
Benefits		Select the broad type of Benefits the Customer received in the job listed.
Reason for Leaving		Select the Reason for Leaving from the dropdown list.
Hours		Enter the usual number of Hours worked per week in the job listed.
NAICS Code		Type the NAICS (North American Industry Classification System) code, if known. When the NAICS is entered, the NAICS Sector , NAICS Subsector , NAICS Ind Group , NAICS Industry , and NAICS US Industry fields are populated automatically. If you don't know the specific NAICS code, use the dropdown lists from the above fields to complete the NAICS Code. If you select an Employer already listed in MOSES, the NAICS fields will be completed. You can also web search the company / organization for their NAICS code and enter it in the box.
NAICS Sector	▶	Select the NAICS Sector from the dropdown list.
NAICS Subsector	▶	Select the NAICS Subsector from the dropdown list.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
NAICS Ind Group	►	Select the NAICS Ind Group from the dropdown list. The four-digit NAICS code populates the NAICS field. If only one choice appears, make sure you choose it.
NAICS US Industry		Select the NAICS US Industry from the dropdown list. The complete NAICS code populates the NAICS field. If only one choice appears, make sure you choose it.

5. Click the **OK** button to return to the **Work History** window.

6. Repeat steps as needed to add other employers.



Whenever possible, use the Employer Search button to enter the employer information (Name, City, State, ID, FEIN, and all NAICS fields). This not only saves you time but allows you to attach the official record of Trade Certified Employers (where applicable).



When entering an employer that does not exist in the MOSES database, click on the **Industry Code Search** button to search for the proper code. This may save time.



If you Google search the employer for their NAICS code online, the internet search engines will provide the companies NAICS code.



If you Google search the ONET Occupation code for their job title online, the internet search engines will provide the occupations ONET occupation code.

Understanding and Resolving Alerts

Overview

The **Alerts** tab on the **Job Seeker Membership** window is made up of four sections:

- The **Manual Alerts** section displays a list of manually entered Alerts. You can use this section to enter Alerts that will serve as reminders. For example, you are waiting for the Customer to provide you with reference or income information.
- The **Special Programs Alerts** let Career Center staff know if a referral from a DOE-funded ABE or ESOL training provider was made.
- The **Automatic Alerts** section displays a list of MOSES generated Alerts. For example, the Customer has not provided a real SSN or the Customer is eligible for Title I.
- The **Missing Fields** section displays a list of incomplete field information. For example, the Customer has a Full membership but the Family Size has not been filled out.

An icon on the Customer's record designates the type of **Alert**.



= Manual Alerts, the lowest priority alert




= Automatic Alerts, the second highest priority alert

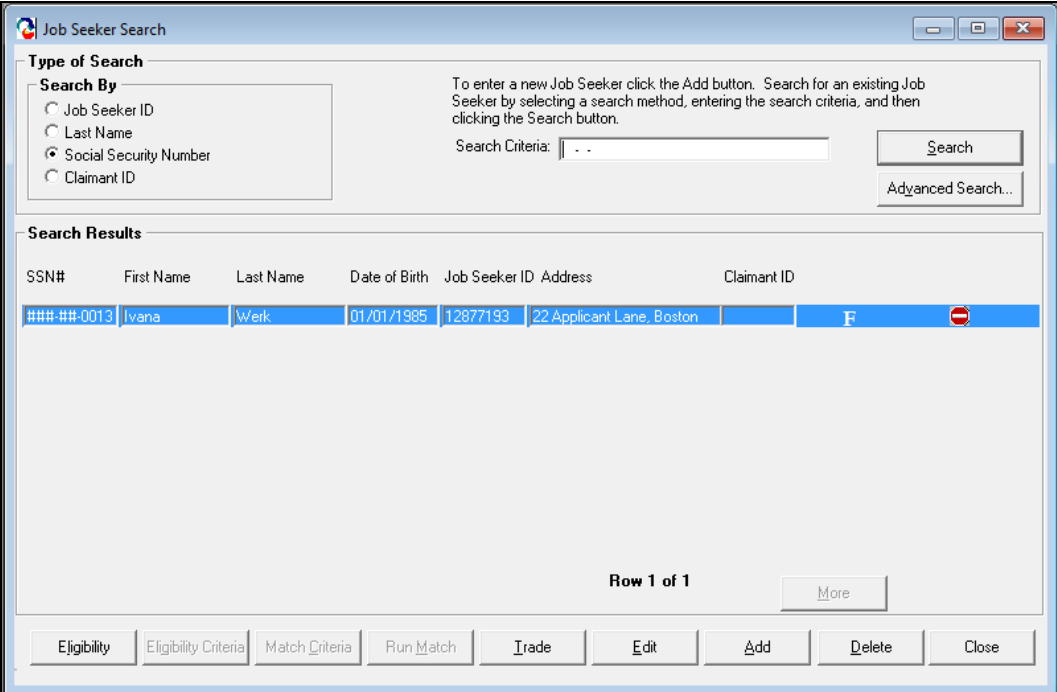


= Missing Fields, the highest priority alert

The icons appear on a Customer record in order of priority. If a Customer has both a Missing Fields and an Automatic Alert, only the Missing Fields icon will display. When the Missing Fields alert is corrected, an Automatic Alert icon will take its place if there is one.

To Resolve Missing Fields Alerts

1. Go to the **Job Seeker Search** window and search for a Customer with the  icon on his/her membership.



SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0013	Ivana	Weik	01/01/1985	12877193	22 Applicant Lane, Boston	F


2. **Open** the Customer record by clicking the **Edit** button, hitting the **Enter** key, or double clicking the record to open the **Job Seeker Membership** window.

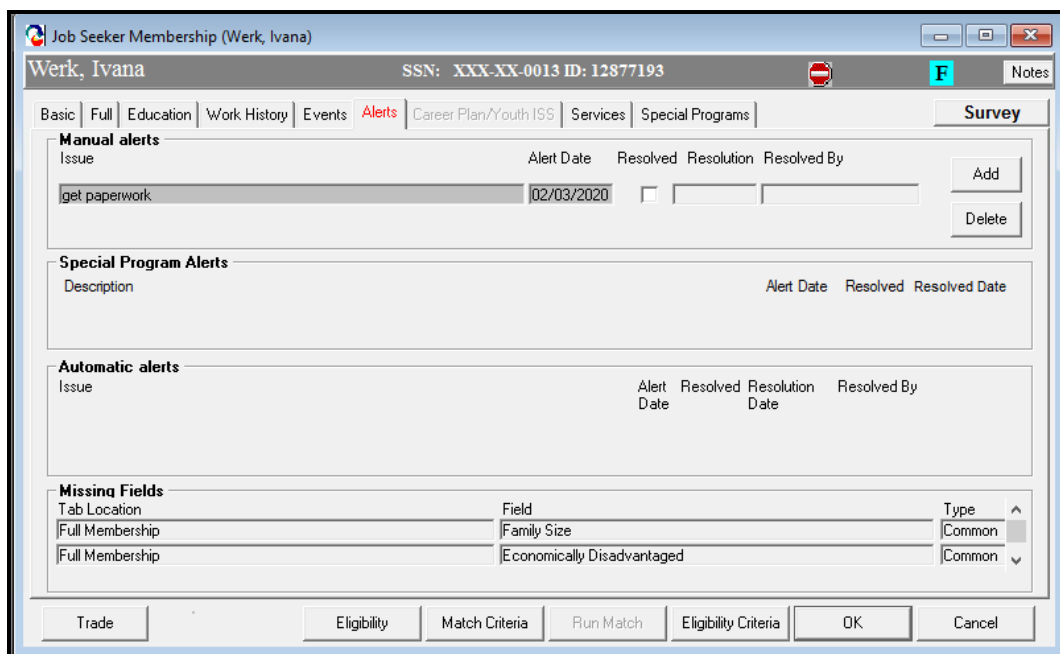
3. Select the **Alerts** tab.

Review the information in the Missing Fields section.

In this example, the missing information is located on the **Full** tab in the **Family Size** field.



Notice that the  icon also appears in the banner in the top right-hand corner of the membership window. This signifies that there is information missing from the record.



Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic Full Education Work History Events **Alerts** Career Plan/Youth ISS Services Special Programs Survey

Manual alerts

Issue	Alert Date	Resolved	Resolution	Resolved By
get paperwork	02/03/2020	<input type="checkbox"/>		

Add Delete

Special Program Alerts

Description	Alert Date	Resolved	Resolved Date
-------------	------------	----------	---------------

Automatic alerts

Issue	Alert Date	Resolved	Resolution Date	Resolved By
-------	------------	----------	-----------------	-------------

Missing Fields

Tab Location	Field	Type
Full Membership	Family Size	Common
Full Membership	Economically Disadvantaged	Common

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



Notice that the Alerts tab is “red” if there are any unresolved Alerts.

4. Click the **Full** tab.

5. Fill in the missing information as needed.


The screenshot shows a web-based form titled "Job Seeker Membership (Werk, Ivana)". The form is divided into several tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The "Full" tab is currently selected. The form contains various sections for data entry:

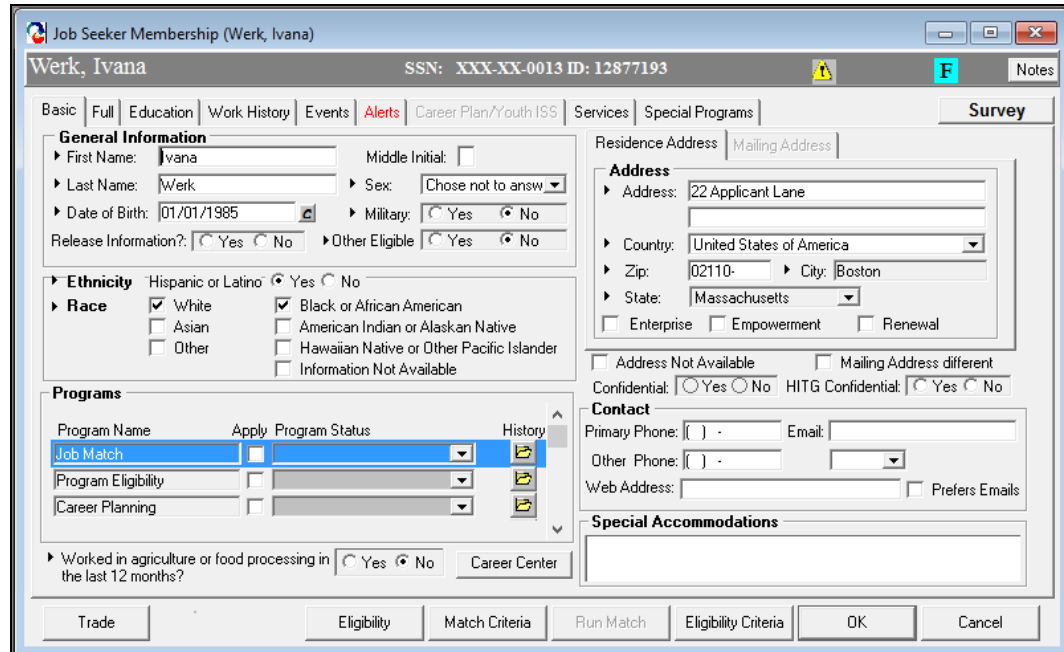
- General Information:** Includes fields for "Employed" (Not Employed), "Immigrant" (Yes/No), "Disability" (Yes/No/Not Disclosed), and "Disability Comment". It also has checkboxes for "Type" (Mobility, Mental, Hearing, Vision, Cognitive, Learning Disability, Chronic Health Condition).
- Education:** Includes "In School" (Yes/Yes - In Alternative School/No) and "Highest Degree" (dropdown).
- Work Search Verification:** Includes "Date Verified" and "Verified By".
- Claimant ID:** A field for the claimant's ID.
- Migrant Status:** Includes checkboxes for "Seasonal Farm Worker, Non Migrant", "Migrant Farm Worker", and "Migrant Food Processor".
- Long-Term Unemployed (27+ weeks):** A checkbox.
- Economically Disadvantaged:** Includes a "Family Size" field.
- Career Objective / Summary:** Includes a checkbox for "Viewable to Employers on the Internet (JobQuest)" (Yes/No) and a text area for the summary.

At the bottom of the form, there are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

6. Click the **OK** button and save changes.

This returns you to the **Job Seeker Search Results** window.

The  icon has been removed and no longer appears on the **Customer** record.



Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Ivana Middle Initial:
Last Name: Werk Sex: Chose not to answer
Date of Birth: 01/01/1985 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity ☒ Hispanic or Latino ☐ Yes ☒ No
Race ☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	<input type="text"/>	
Program Eligibility	<input type="checkbox"/>	<input type="text"/>	
Career Planning	<input type="checkbox"/>	<input type="text"/>	

☒ Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Address

Residence Address Mailing Address

Address: 22 Applicant Lane
Country: United States of America
Zip: 02110 City: Boston
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - Email:
Other Phone: () -
Web Address: ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel




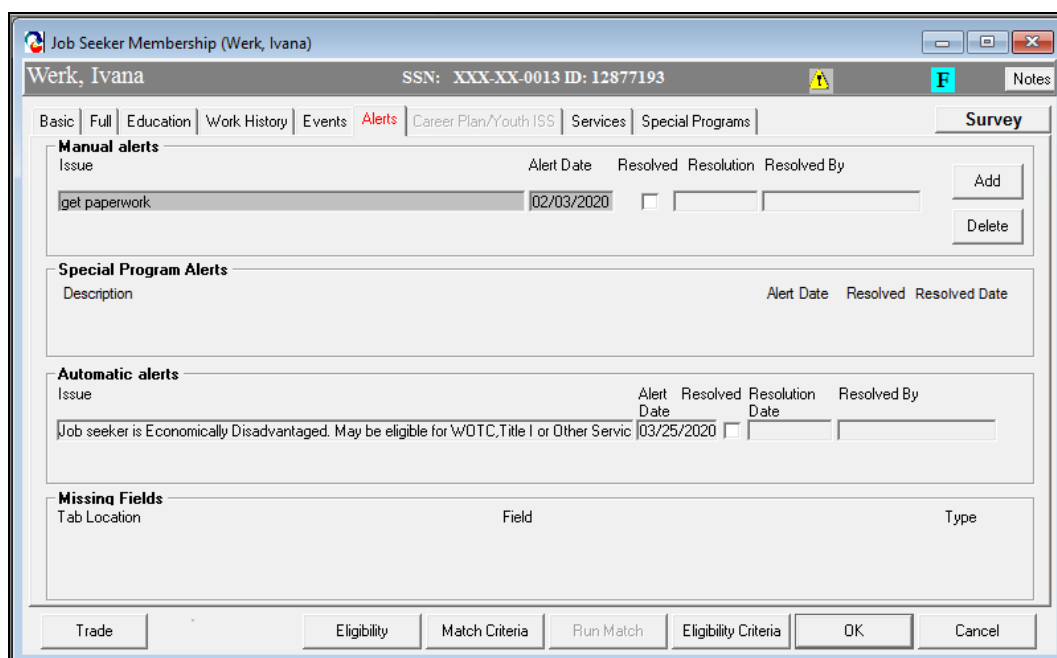
Remember that the icons appear in order of priority.

Once you cleared a Missing Field alert, an Automatic Alert icon may take its place.

Or if there are no Missing Field alerts or Automatic Alerts, a Manual Alert icon may appear.

To Resolve Automatic Alerts

1. Search for and open a Customer with the  icon on his/her membership.
2. Click the **Alerts** tab.
In this example, the Customer is economically disadvantaged and may be eligible for any one of several programs.



The screenshot shows a software window titled "Job Seeker Membership (Werk, Ivana)". The window has a header bar with the customer's name "Werk, Ivana", SSN "XXX-XX-0013", ID "12877193", and a warning icon. Below the header is a tabbed interface with tabs: Basic, Full, Education, Work History, Events, Alerts (selected), Career Plan/Youth ISS, Services, Special Programs, and a Survey button. The Alerts tab is active, displaying three sections: Manual alerts, Special Program Alerts, and Automatic alerts. The Manual alerts section has a table with columns: Issue, Alert Date, Resolved, Resolution, and Resolved By. It contains one entry: "get paperwork" with an alert date of "02/03/2020". The Special Program Alerts section has a table with columns: Description, Alert Date, Resolved, and Resolved Date. The Automatic alerts section has a table with columns: Issue, Alert Date, Resolved, Resolution Date, and Resolved By. It contains one entry: "Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Servic" with an alert date of "03/25/2020". At the bottom of the window are buttons: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

Issue	Alert Date	Resolved	Resolution	Resolved By
get paperwork	02/03/2020	<input type="checkbox"/>		

Description	Alert Date	Resolved	Resolved Date
-------------	------------	----------	---------------

Issue	Alert Date	Resolved	Resolution Date	Resolved By
Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Servic	03/25/2020	<input type="checkbox"/>		

Tab Location	Field	Type
--------------	-------	------

3. After speaking with the customer about these programs, the alert can be **resolved**.

- Click the **Resolved** check box. Your name and resolution date now appear in the **Resolution Date** and **Resolved By** boxes.

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic Full Education Work History Events **Alerts** Career Plan/Youth ISS Services Special Programs Survey

Manual alerts

Issue	Alert Date	Resolved	Resolution	Resolved By
get paperwork	02/03/2020	<input type="checkbox"/>		

Add Delete

Special Program Alerts

Description	Alert Date	Resolved	Resolved Date

Automatic alerts


Issue	Alert Date	Resolved	Resolution Date	Resolved By
Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Service	03/25/2020	<input checked="" type="checkbox"/>	03/25/2020	TCART

Missing Fields

Tab Location	Field	Type

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

- Click the **OK** button and the **Yes** button to save changes.
This returns you to the **Job Seeker Search Results** window.


The  icon has been removed.

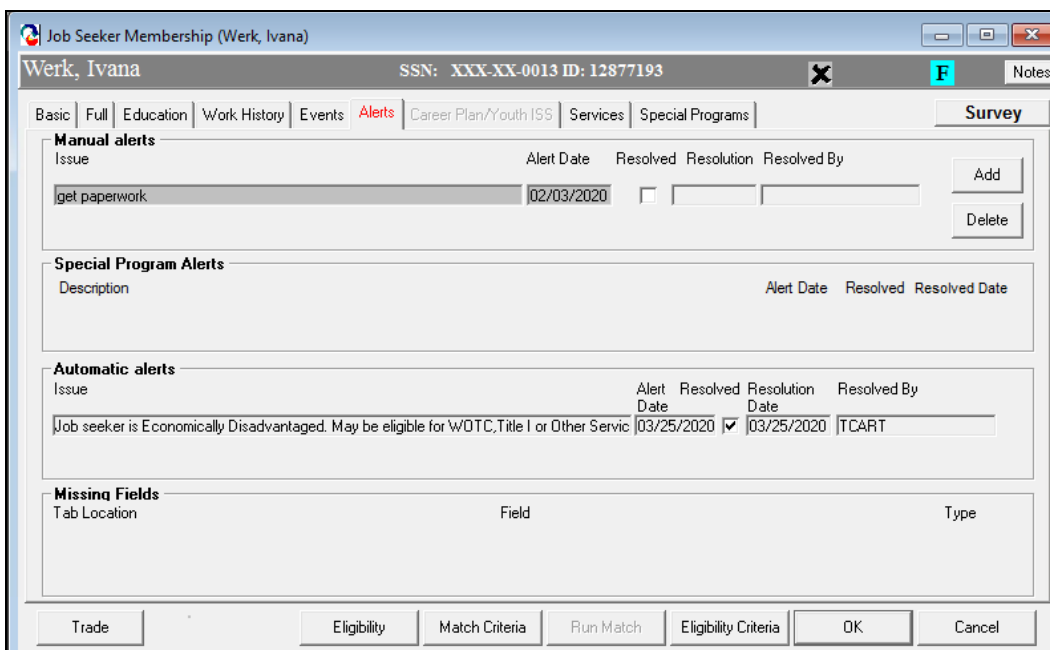


Automatic Alerts examples are:



The Customer has turned 18 years old make sure to register him for Selective Service; The Customer has had no service in 45 days; The customer may be economically disadvantaged and eligible for

To Resolve Manual Alerts

1. Search for and open a Customer with the  icon on his/her membership. This is a manually entered alert.
2. Click the **Alerts** tab for information on the **Manual** Alert.
For this example, assume that you understand the problem and have resolved it.



Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193   Notes

Basic Full Education Work History Events **Alerts** Career Plan/Youth ISS Services Special Programs Survey

Manual alerts

Issue	Alert Date	Resolved	Resolution	Resolved By
get paperwork	02/03/2020	<input type="checkbox"/>		

Add Delete

Special Program Alerts

Description	Alert Date	Resolved	Resolved Date
-------------	------------	----------	---------------


Automatic alerts

Issue	Alert Date	Resolved	Resolution Date	Resolved By
Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Service	03/25/2020	<input checked="" type="checkbox"/>	03/25/2020	TCART

Missing Fields

Tab Location	Field	Type
--------------	-------	------

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Select the **Resolved** check box.
Your name and resolution date now appear in the **Resolution** and **Resolved By** boxes.
4. Click the **OK** button and **Yes** button to save changes.
This returns you to the **Job Seeker Search Results** window.
The  icon has been removed.

To Create a Manual Alert

1. Select a Customer to use. Click the **Edit** button to return to the **Job Seeker Membership** window.
2. Click the **Alerts** tab to open the **Alerts** window.

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic Full Education Work History Events **Alerts** Career Plan/Youth ISS Services Special Programs Survey

Manual alerts

Issue	Alert Date	Resolved	Resolution	Resolved By
-------	------------	----------	------------	-------------

Add
Delete

Special Program Alerts

Description	Alert Date	Resolved	Resolved Date
-------------	------------	----------	---------------

Automatic alerts

Issue	Alert Date	Resolved	Resolution Date	Resolved By
Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Service	03/25/2020	<input checked="" type="checkbox"/>	03/25/2020	TCART

Missing Fields

Tab Location	Field	Type
--------------	-------	------


Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Add** button in the **Manual Alerts** section.

A blank row with today's date is displayed.

The screenshot shows a software window titled "Job Seeker Membership (Werk, Ivana)". The window has a menu bar with "Basic", "Full", "Education", "Work History", "Events", "Alerts" (highlighted in red), "Career Plan/Youth ISS", "Services", and "Special Programs". Below the menu bar is a header area with "Werk, Ivana", "SSN: XXX-XX-0013 ID: 12877193", and a "Notes" button. The main area is divided into several sections: "Manual alerts" with a table for "Issue", "Alert Date", "Resolved", "Resolution", and "Resolved By"; "Special Program Alerts" with a table for "Description", "Alert Date", "Resolved", and "Resolved Date"; "Automatic alerts" with a table for "Issue", "Alert Date", "Resolved", "Resolution", and "Resolved By"; and "Missing Fields" with a table for "Tab Location", "Field", and "Type". The "Manual alerts" section has an "Add" button and a "Delete" button. The "Automatic alerts" section has a table with one row: "Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Service", "03/25/2020", a checked checkbox, "03/25/2020", and "TCART". The "Missing Fields" section has a table with one row: "Tab Location", "Field", and "Type". At the bottom of the window are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

4. Type a reminder or comment about the Customer in the **Issue** box, for example, "Waiting for income information."

5. Click the Calendar  icon. A dropdown calendar appears.

The screenshot shows a dropdown calendar for December 2025. The calendar is a grid with days of the week (S, M, T, W, T, F, S) and dates (1 through 31). The date 25 is highlighted. Below the calendar are "OK" and "Cancel" buttons.


6. Select an **Alert Date**, for example, one week from today, and click the **OK** button.

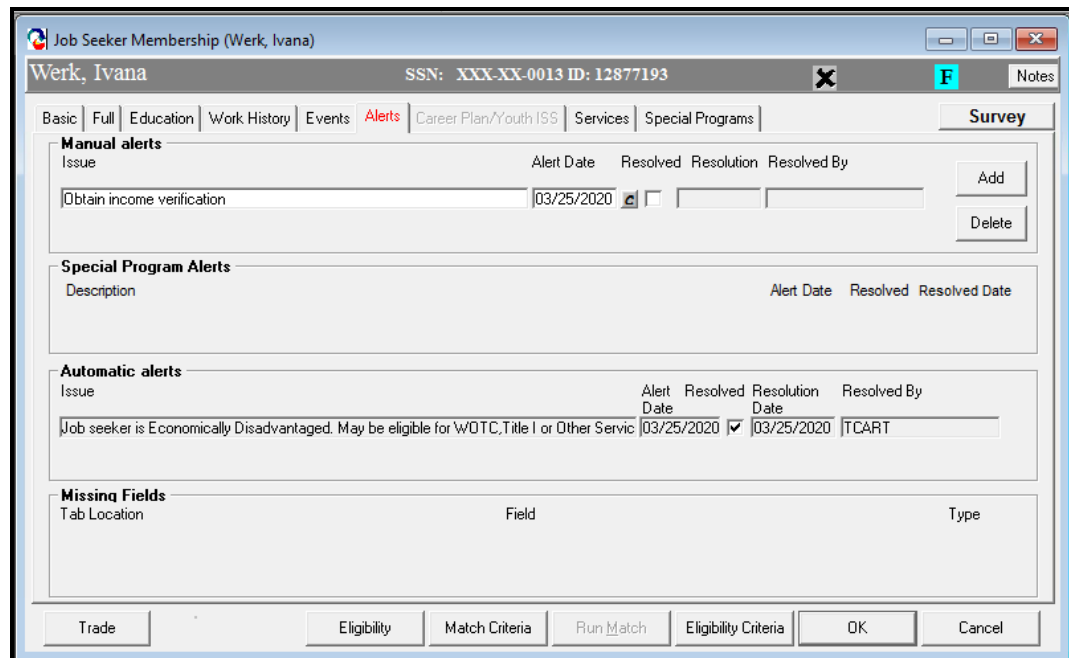


You may also type the date into the alert date field.

7. Click the **OK** button and **Yes** button to save changes.
8. Click the **Edit** button and click the **Alerts** tab to return to the **Alerts** window.

The manual alert that you added appears in the **Manual Alerts** section.

The  icon will reappear, beginning on the **Alert date**, indicating that there is a Manual Alert. If you use today's date, the alert will appear immediately after the membership is saved.



Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic Full Education Work History Events **Alerts** Career Plan/Youth ISS Services Special Programs Survey

Manual alerts

Issue	Alert Date	Resolved	Resolution	Resolved By
Obtain income verification	03/25/2020	<input type="checkbox"/>		

Add Delete

Special Program Alerts

Description	Alert Date	Resolved	Resolved Date
-------------	------------	----------	---------------

Automatic alerts

Issue	Alert Date	Resolved	Resolution Date	Resolved By
Job seeker is Economically Disadvantaged. May be eligible for WOTC, Title I or Other Service	03/25/2020	<input checked="" type="checkbox"/>	03/25/2020	TCART

Missing Fields

Tab Location	Field	Type
--------------	-------	------

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Notes for a Customer

Overview

You can add **Notes** to a Customer record.

Whenever possible, **Notes** should answer the Who, What, When, Where, Why, and How questions.

- Who: Notes should address whether the contact was with the Customer him/herself, or a training vendor, or other individual .
- What: Notes should describe the event or occurrence that you are documenting. / involved party.
- When: Notes should address the date in which the contact or event you are documenting occurred.
- Where: As applicable, Notes should include the location of the meeting or event that you are documenting.
- Why: As applicable, Notes should describe why the Customer is being contacted, or it should be implicitly obvious to the reader why the Note is being included.
- How: Notes should address whether the contact was in person, via telephone, by e-mail, social media, or another method.

The notes are easy to add, edit or view.

Staff will know that a note has been added because the **Notes** button turns bold and **blue**.

To Add a Note to a Job Seeker Membership Record

1. Open the Job Seeker Membership window for the Customer.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Frank Middle Initial:
Last Name: Lemonjello Sex: Male
Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☒ Yes ☐ No
Race ☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 03/25/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Address

Address: 19 Cool Whip Circle
Country: United States of America
Zip: 01364 City: Orange
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (413) 781-2345 Email: flmonjello@gmail.com
Other Phone: () -
Web Address: www.linkedin.com/limejello/sisola/ ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Notes** button on the right of the top bar of the **Job Seeker Membership** window.

If the Customer record contains a note; the **Notes** button will be bold and blue. MOSES displays the **Job Seeker Notes** window with a list of existing notes, if any.

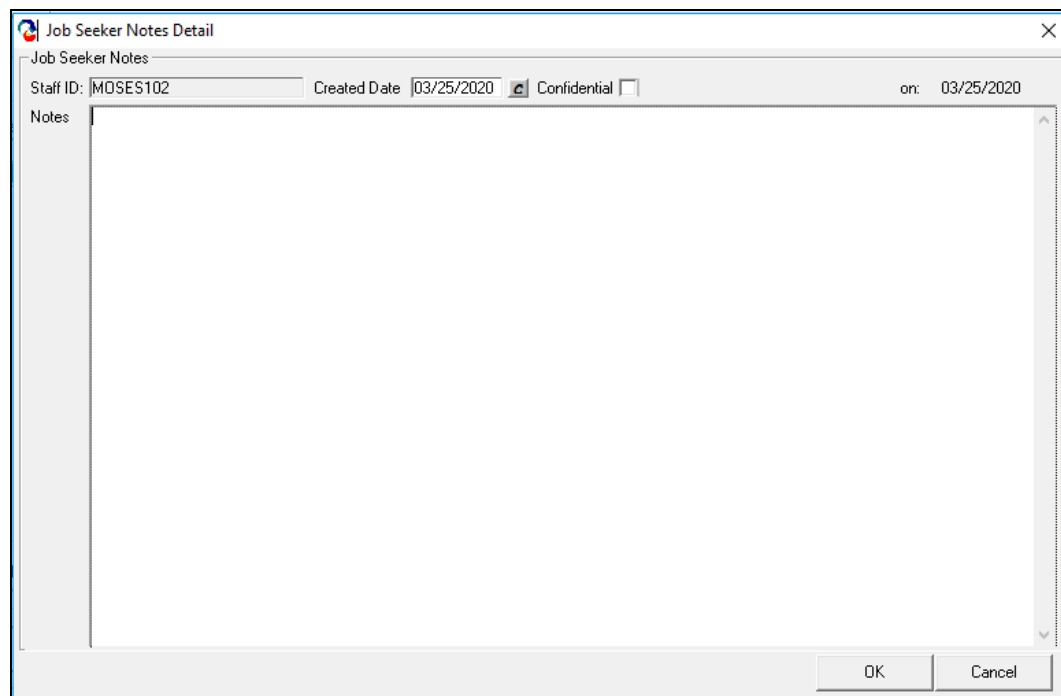
Job Seeker Notes

Job Seeker Notes

Created Date	User ID	Confidential	Notes
03/03/2020	TCART	No	Met with Frank. Mr. Lemonjello worked at Weetabix and was recently laid off. As a lon

Expand All Notes Edit Add Delete OK Cancel

3. Click on the **Add** button, MOSES displays the **Job Seeker Notes Detailed** window.



Job Seeker Notes Detail

Job Seeker Notes

Staff ID: MOSES102 Created Date: 03/25/2020 Confidential ☐ on: 03/25/2020

Notes

OK Cancel



The Notes box holds 5,000 characters. Basically, two single lined pieces of paper.

4. Type your note into the **Notes** text box.



5. Select the **Confidential** check box, if you want to limit access to viewing the note.



When you select the **Confidential** box, only those with specific access privileges may read confidential notes, as determined by management. Some career centers may give access to the author and the Security Administrator only.

Other career centers may give access to one or more Managers at the Center.

You can always read your own confidential notes.



Note the **Staff Id**, **Created Date**, **Last Modified By**, and the **On**: date.

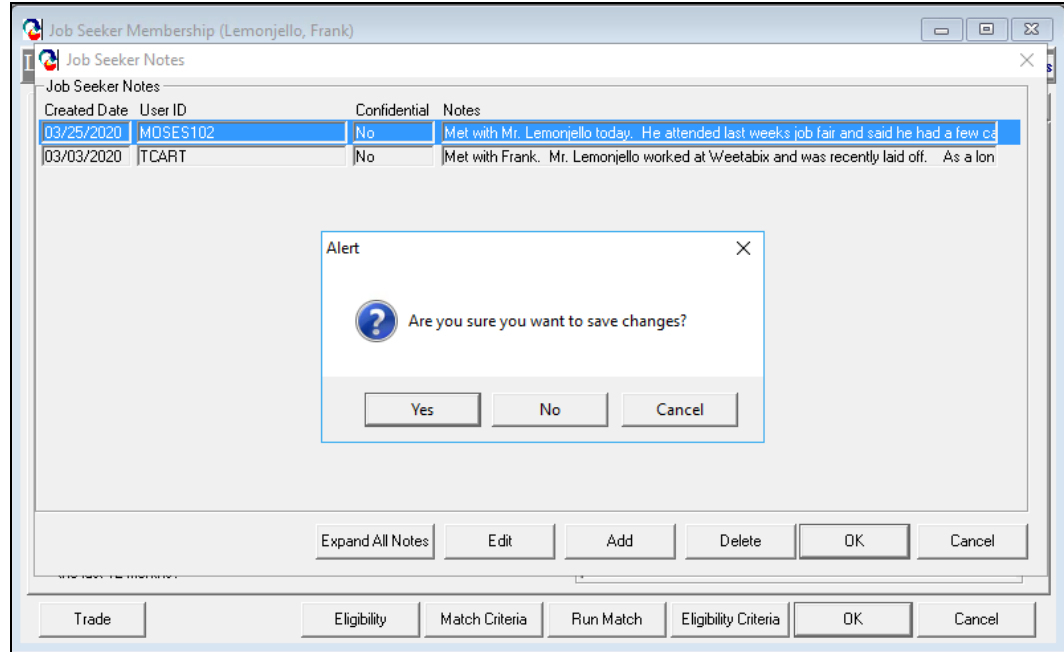
The **Staff Id** is the MOSES staff id who originally entered the note.

The **Created Date** will reflect the day that this note was originally entered into MOSES.

The **Last Modified By** field will show the staff member id, if the Note content has been modified or updated.

The **On** field will state when the Note content was last updated / modified.

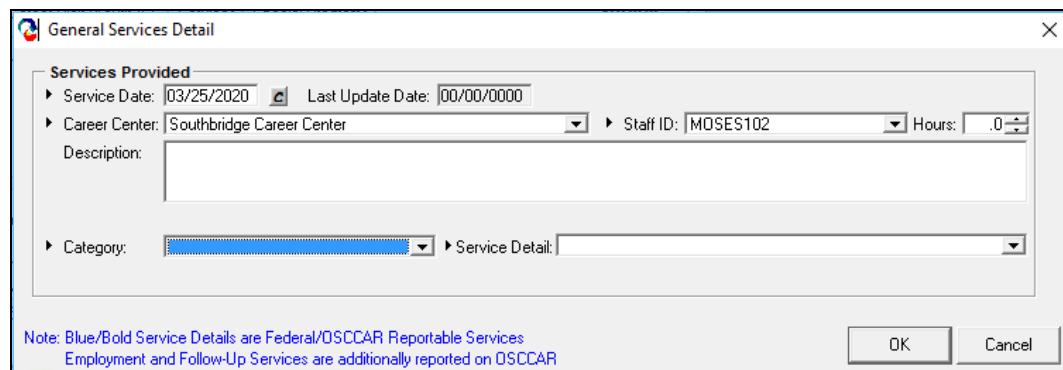
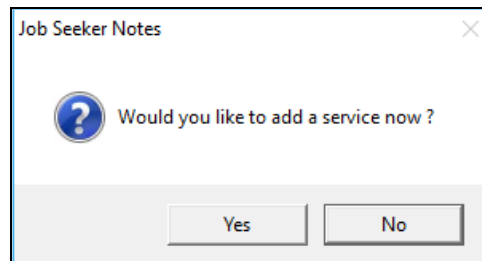
6. Click the **OK** button to return to the **Job Seeker Notes** window. The note is displayed on your view only. It is not saved to the MOSES database.
7. Click the **OK** button and the **Yes** button to save changes.



8. MOSES will ask you “**Would you like to Add a service now?**”

If you click on the **No** button, the Note will be saved.

If you click on the **Yes** button, MOSES will save the Note and take you to the **General Services Details** screen, so you can enter a General Service.

A screenshot of the "General Services Detail" window. The window has a title bar with a logo and a close button (X). The main area is titled "Services Provided" and contains several fields: "Service Date" (03/25/2020), "Last Update Date" (00/00/0000), "Career Center" (Southbridge Career Center), "Staff ID" (MOSES102), "Hours" (.0), "Description" (a large text area), "Category" (a dropdown menu), and "Service Detail" (a dropdown menu). At the bottom, there is a note: "Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCCAR". There are "OK" and "Cancel" buttons at the bottom right.

NOTES Guidelines / Best Practices for Writing Notes



Notes should be spelled correctly. Reminder, you can write your Notes in Word, spellcheck and then copy and paste them into NOTES.



Do not abbreviate words or programs.
If you abbreviate the program / agency / subject, then make sure that it is initially spelled out then abbreviated going forward.
Words / shorthand should never be used.



It is strongly recommended that Emails should **not** be copied and pasted. Rather the preferred method is that the email should be summarized with the pertinent applicable information mentioned.



Notes may only be backdated 30 days.



Under the Freedom of Information act, MOSES and NOTES are considered public records. Customers and/or other interested parties can request copies of these records.
Requests should be in writing and sent to the main office for processing.



Notes should tell the entire story.



Notes should be Factual, Observable, and / or Quotable.



Notes should be Relevant to the work we do.
Employment and employment barrier resolution work.



Notes should be clear and concisely written.



Notes should **NOT** contain opinions, judgments or here say.



All Notes must be documented in MOSES in a timely basis



Notes can demonstrate that quality / substantial services were provided.



The purpose of Notes is to supplement information entered in MOSES, the Career Plan, and other places



Notes entries should reflect the overall goal of helping the Customers to become employed and self-sufficient.



Notes should not include hearsay or information not received directly from the Customer; unless you are recording what, you accept to be factual information from a vendor, and are quoting the source of information.



Record all appropriate status and/or outcome data and information garnered from Customer contact in a timely manner using Notes for documentation.



Notes should reflect Customer needs.



Notes should be written in English. If needed, it can be *additionally* written in another language as well.



Notes should reflect the provision of direct assistance for; training, and job search assistance leading to re-employment.



Notes should not reflect biases.



Don't include all information the Customer may discuss, unless it directly impacts on his/her ability to stay employed and/or complete training.



The Notes, in addition to the MOSES Career Plan need to reflect the provision of these services to enable a succinct picture of the delivery of these services.



Make sure Notes entries into MOSES reflect the overall goal of helping the person to be employed and self-sufficient.



Do not include your opinions about Customer actions and behavior.



The goal is to both provide quality services and effective documentation of these services



If the follow-up is not documented in Notes, then it gives the appearance that the OSCC staff might not have followed-up with the Customers.



Notes should follow your local office standard practices / requirements / regulations.

To Print a Note

1. Open the **Job Seeker Membership** window for the Customer.

Notice that the **Notes** button is bold and blue.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | **Notes**

General Information

First Name: Frank Middle Initial:

Last Name: Lemonjello Sex: Male

Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity: ☒ Hispanic or Latino ☐ Yes ☒ No

Race: ☒ White ☒ Black or African American ☐ Asian ☐ American Indian or Alaskan Native ☐ Other ☐ Hawaiian Native or Other Pacific Islander ☐ Information Not Available

Programs - Last Reportable Service Date: 03/25/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Residence Address Mailing Address

Address

Address: 19 Cool Whip Circle

Country: United States of America

Zip: 01364 City: Orange

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (413) 781-2345 Email: flemonejello@gmail.com

Other Phone: () -

Web Address: www.linkedin.com/limejello/sisola/ ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

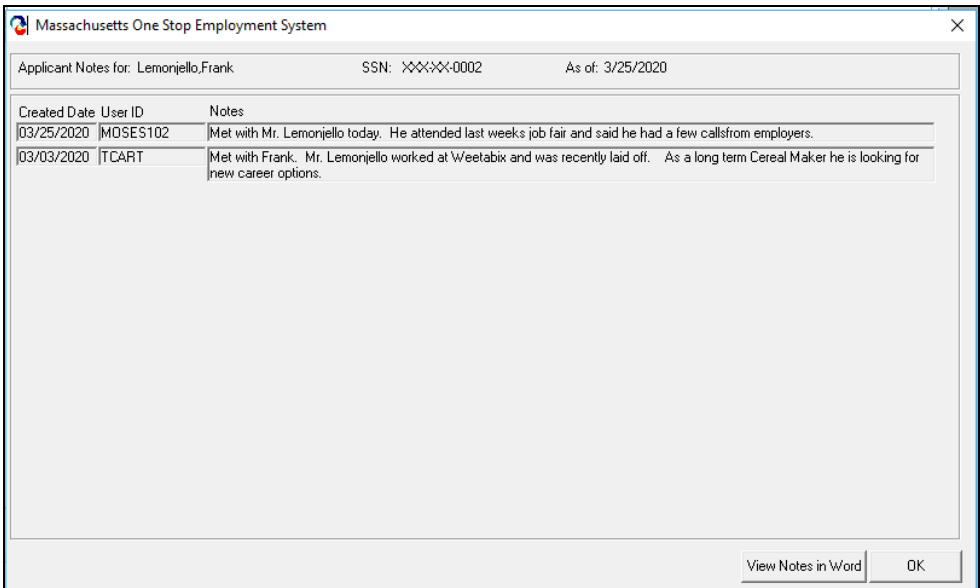
2. Click the **Notes** button on the right of the top bar of the **Job Seeker Membership** window to review existing notes or to add a new note.

Job Seeker Notes

Created Date	User ID	Confidential	Notes
03/25/2020	MOSES102	No	Met with Mr. Lemonjello today. He attended last weeks job fair and said he had a few ca
03/03/2020	TCART	No	Met with Frank. Mr. Lemonjello worked at Weetabix and was recently laid off. As a lon

Expand All Notes Edit Add Delete OK Cancel

3. Click the **Expand All Notes** button.



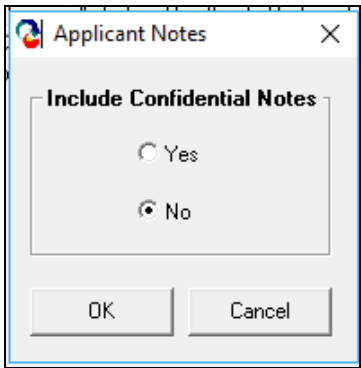
4. Click on the **View Notes in Word** button.

The Applicant Notes pop-up box appears and asks if you want to **include confidential notes**.

You can always see your own confidential notes.

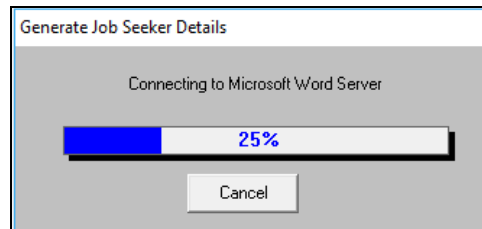
You must have security clearances to view confidential notes written by other staff.

The default is **No**, which will not export any confidential notes. Choose **Yes** if you want to export confidential notes to Word.



5. Click the **OK** button.

This process exports the notes from the MOSES database into a **Word** document, using a Tables format.



<u>Applicant Notes</u>				Page 1 of 1
Name : Lemonjello, Frank				
Applicant ID: 12877197				
Date Printed : 03/25/2020				
Created Date	Created By	Notes	Confidential	
03/25/2020	MOSES102	Met with Mr. Lemonjello today. He attended last weeks job fair and said he had a few calls from employers.		
03/03/2020	TCART	Met with Frank. Mr. Lemonjello worked at Weetabix and was recently laid off. As a long term Cereal Maker he is looking for new career options.		

6. Print the document, using standard methods for printing at your Career Center.

7. Word calls this *Document 1*

You can make any changes you want, but this only saves it in the Word document, not the MOSES database.

It's a better idea to make the changes in MOSES and re-export the notes from MOSES each time you want to print them.

8. **Close** Word to get back to MOSES.

If you think you will be printing more, simply click on the MOSES button on the Status bar.



To Print Notes from Outside the Expand All Notes Screen

1. Bring up the **Job Seeker Search** screen.
2. Highlight the Customer that interest you.

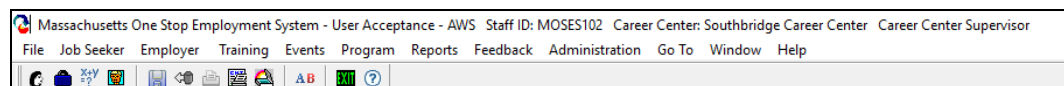
The screenshot shows the 'Job Seeker Search' window. It has a 'Type of Search' section with radio buttons for 'Job Seeker ID' (selected), 'Last Name', 'Social Security Number', and 'Claimant ID'. To the right is a 'Search Criteria' text box and 'Search' and 'Advanced Search...' buttons. Below is the 'Search Results' section with a table of results. The fourth row is highlighted in blue.

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0005	Aiden	Collie	01/02/1988	12877208	19 Stanford Street, Boston	
###-##-1234	Anita	Job	01/01/1990	12877345	123 Applicant Way, Boston	
###-##-0001	Sammy	Lechat	01/01/1990	12877196	25 Litterbox Lane, Orange	
###-##-0002	Frank	Lemonjello	01/01/1990	12877197	19 Cool Whip Circle, Orange	
###-##-0013	Ivana	Werk	01/01/1985	12877193	22 Applicant Lane, Boston	

Row 4 of 5

Buttons at the bottom: Eligibility, Eligibility Criteria, Match Criteria, Run Match, Trade, Edit, Add, Delete, Close.

3. Click on the **Job Seeker** option on the Main Menu bar.



4. Click **View Notes**.

Massachusetts One Stop Employment System - User Acceptance - AWS Staff ID: MOSES102 Career Center: Southbridge Career Center Career Center

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Services

Documents >

Correspondence >

View Notes

Scanning

Job Bank Browse

Barcode Card

DTA Clock File

Caseload Management

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: Search Advanced Search...

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0005	Aiden	Collie	01/02/1988	12877208	19 Stanford Street, Boston	
###-##-1234	Anita	Job	01/01/1990	12877345	123 Applicant Way, Boston	
###-##-0001	Sammy	Lechat	01/01/1990	12877196	25 Litterbox Lane, Orange	
###-##-0002	Frank	Lemonjello	01/01/1990	12877197	19 Cool Whip Circle, Orange	
###-##-0013	Ivana	Werk	01/01/1985	12877193	22 Applicant Lane, Boston	

Row 4 of 5

More

Eligibility Eligibility Criteria Match Criteria Run Match Trade Edit Add Delete Close



If the Customer record you selected has no notes entered, you will receive the following pop-up message.

No Information...

No Records Retrieved

OK

5. Click on the **View Confidential Notes** check box at the bottom of the screen, if you want to include confidential notes.


If you do not have the security rights to view any confidential note in MOSES, the phrase will read: **View My Confidential Notes**.

The screenshot shows a window titled "Massachusetts One Stop Employment System". Inside, there is a table with the following columns: "Y/N", "Created Date", "Created By", "Case No", and "Notes Description".

Y/N	Created Date	Created By	Case No	Notes Description
1	<input type="checkbox"/> 03/25/2020	MOSES102		Met with Mr. Lemonjello today. He attended last weeks job fair and said he had a few calls from employers.
2	<input type="checkbox"/> 03/03/2020	TCART		Met with Frank. Mr. Lemonjello worked at Weetabix and was recently laid off. As a long term Cereal Maker he is looking for new career options.

At the bottom of the window, there are two checkboxes: ☐ **View Confidential Notes** and ☐ **Select All Notes**. To the right of these checkboxes are two buttons: "View Selected Notes in Word" and "Close".

An example with **Confidential notes** selected

The key icon  indicates which notes are confidential, if any.

Massachusetts One Stop Employment System

	Y/N	Created Date	Created By	Case No	Notes Description
1	<input type="checkbox"/>	03/25/2020	MOSES102		Met with Mr. Lemonjello today. He attended last weeks job fair and said he had a few calls from employers.
2	<input checked="" type="checkbox"/>	03/17/2020	MOSES102		Frank said he had a really great Saint Patricks day. He spent the day at an irish pub.
3	<input type="checkbox"/>	03/03/2020	TCART		Met with Frank. Mr. Lemonjello worked at Weetabix and was recently laid off. As a long term Cereal Maker he is looking for new career options.

☒ View Confidential Notes
☐ Select All Notes

View Selected Notes in Word

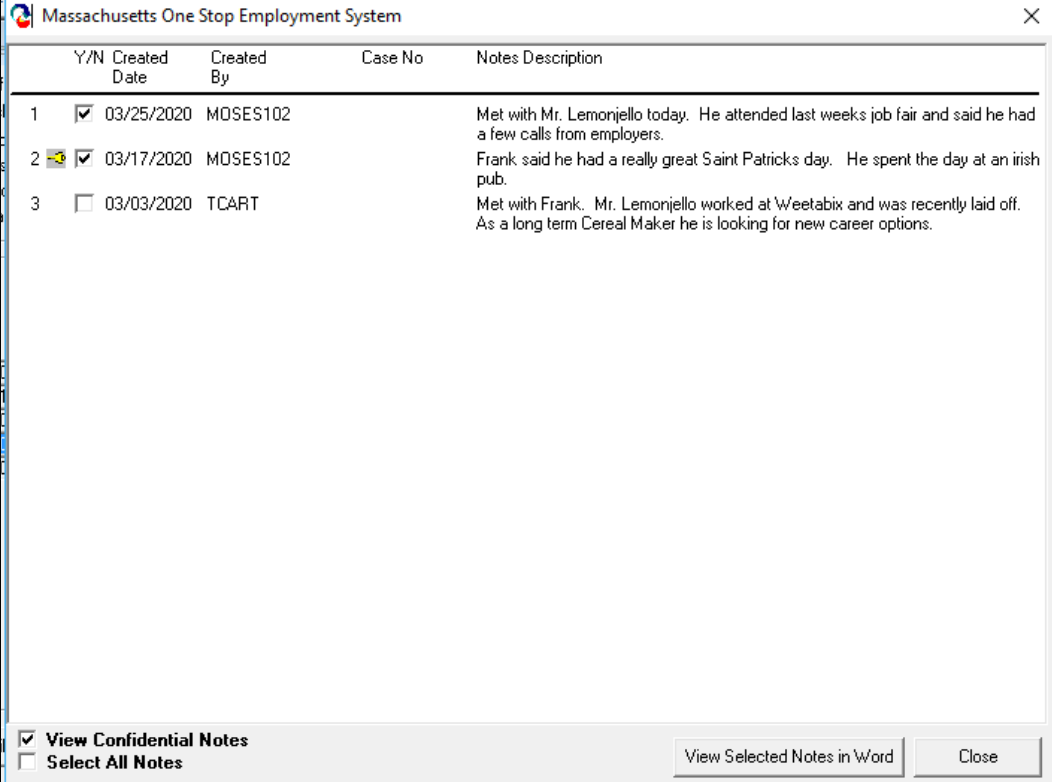
Close

6. Pick which notes you want to view in **Word** by checking off the checkbox next to each note.

A check in the check box tells MOSES you want to include that note when exporting to **Word**.

You can select all the notes by clicking on the **Select All Notes** check box at the bottom of the screen.

You may unclick any notes you don't want to export to **Word**.



The screenshot shows a window titled "Massachusetts One Stop Employment System". Inside, there is a table with the following columns: "Y/N", "Created Date", "Created By", "Case No", and "Notes Description".

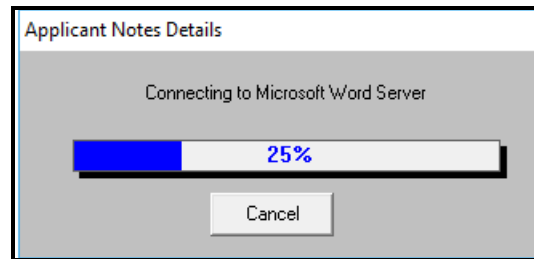
Y/N	Created Date	Created By	Case No	Notes Description
<input checked="" type="checkbox"/>	03/25/2020	MOSES102		Met with Mr. Lemonjello today. He attended last weeks job fair and said he had a few calls from employers.
<input checked="" type="checkbox"/>	03/17/2020	MOSES102		Frank said he had a really great Saint Patricks day. He spent the day at an irish pub.
<input type="checkbox"/>	03/03/2020	TCART		Met with Frank. Mr. Lemonjello worked at Weetabix and was recently laid off. As a long term Cereal Maker he is looking for new career options.

At the bottom of the window, there are two checkboxes: ☒ **View Confidential Notes** and ☐ **Select All Notes**. To the right of these checkboxes are two buttons: "View Selected Notes in Word" and "Close".

7. Click on the **View Selected Notes in Word** button.

You must select at least one note.

This process exports the notes from the MOSES database into a **Word** document, using a Table format.



Page 1 of 1

Applicant / Case Management Notes

Name: [Lemonjello, Frank](#)
Applicant ID: 12877197
Date printed: 03/26/2020

Created Date	Created By	Notes	Confidential	Case Number
03/25/2020	MOSES102	Met with Mr. Lemonjello today. He attended last weeks job fair and said he had a few calls from employers.	NO	
03/17/2020	MOSES102	Frank said he had a really great Saint Patricks day. He spent the day at an irish pub.	YES	

8. Print the document, using standard methods for printing at your Career Center.

9. Word calls this *Document #*

You can make any changes you want, but this only saves it in the **Word** document, not the MOSES database.

It's a better idea to make the changes in MOSES and re-export the notes from MOSES each time you want to print them.



Word has a better spelling and grammar check than MOSES. If you make corrections in Word based on the spell check tool, remember you need to copy and paste this back into MOSES. Changes made in Word are not automatically imported into MOSES.

10. Close Word to get back to MOSES.

If you think you will be printing more, simply click on the MOSES button on the Status bar and leave Word open.



Record Delivery of General, Testing, and Administrative Services

Overview

This section deals with General and Administrative services that you record manually on the **General**, **Testing**, and **Administrative** sub tabs of the **Services** tab on the **Job Seeker Membership** window.

General services include services such as job search, labor market assistance, counseling, career planning, follow-up, outcomes, and enhancements. These **General** Services refer to intensive / individualized services; services needed to help a Customer become job ready; and services provided to support program activities. They can be administered either in person, over the phone, by technology (email) or social media but have the element of direct contact / interaction with the customer. A more detailed explanation of each is in **Appendix C**.

Testing services include giving or recording results of tests for reading, math, and career choices / interest inventories and the data entry of the results in MOSES. The names of all the tests are listed, with their acronyms. A more detailed explanation of each is in **Appendix C**.

Administrative services can be added manually or added by MOSES automatically. Most of these include activities surrounding membership services and activities, feedback, and activities surrounding loss of contact. A more detailed explanation of each is in **Appendix C**.

Many of the services posted to the **Administrative** sub tab are automatically posted services. For example, when you complete the job matching criteria for a Customer, a service will automatically post a service to the **Administrative** sub tab. Another example is when the customer logs into their JobQuest account, MOSES will post a service that they log into JobQuest (INETSELF).

An example of a manually posted Administrative service would be staff manually posting that a Customer has picked up his/her membership card or that attempts to contact the Customer did not result in a positive contact.

To Record a General Service for a Customer

1. Open the **Job Seeker Membership** window for the Customer.

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window. The title bar includes the window name and standard OS controls. The main header displays 'Job, Anita' and 'SSN: XXX-XX-1234 ID: 12877345'. A navigation bar at the top contains tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The 'Basic' tab is active, showing 'General Information'. This section includes fields for First Name (Anita), Last Name (Job), Date of Birth (01/01/1990), Sex (Nonbinary), and Release Information (Yes/No). It also has checkboxes for Ethnicity and Race (White, Black or African American, Asian, American Indian or Alaskan Native, Hawaiian Native or Other Pacific Islander, Other). A 'Programs' table lists 'Job Match', 'Program Eligibility', and 'Career Planning' with 'Apply' and 'Program Status' columns. A 'Residence Address' section shows '123 Applicant Way', 'United States of America', '02114', and 'Boston, Massachusetts'. Contact information includes 'Primary Phone: (617)626-3530', 'Email: jacob@gmail.com', and 'Web Address: www.linkedin.com/76rs7/sk91ls/0'. A 'Special Accommodations' section is at the bottom. A 'Career Center' button is visible. At the bottom of the window are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

2. Click the **Services** tab on the **Job Seeker Membership** window for the Customer.

The screenshot shows the same 'Job Seeker Membership (Job, Anita)' window, but with the 'Services' tab selected. The 'General' sub-tab is active, showing a table with columns: Service Date, Staff ID, Category, Service Detail, Career Center, and Hours. To the right of the table are buttons for Add, Edit, Delete, and Retention. A 'More' button is at the bottom right of the table area. The bottom of the window features the same set of buttons as the previous screenshot: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

- Click the **Add** button on the **General** tab. MOSES displays the **General Services Detailed** window.

- Type information into the following fields on the **General Services Detailed** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Service Date	▶	MOSES pre-fills this field with the current date. This date may be backdated based on your backdating rights. Standard back dating rights are 60 days.
Last Update Date		MOSES pre-fills this field.
Career Center	▶	MOSES pre-fills this field with your Career Center.
Staff ID	▶	MOSES pre-fills this field with your Staff ID. Change this to the Staff ID of the person who delivered the actual service if you are only entering this data.
Hours	▶	MOSES pre-fills this field based on the Service Category and the Service Detailed selected. Staff can manually increase or decrease this number as appropriate.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
-------------------	-----------------	---------------

Description		Type a description of the service provided. (<i>Optional.</i>) This box holds 500 characters. If you do not enter anything into the Description box, a NOTE should be entered to explain the services rendered.																				
Category	►	<p>Select the Service Category from the dropdown list. Use the scroll bar to view the entire list.</p> <p><i>A more detailed explanation of each Category is in Appendix C.</i></p> <table border="0"> <tbody> <tr> <td>Assessment</td> <td>Skills Remediation</td> </tr> <tr> <td>Career Planning</td> <td>Status Update</td> </tr> <tr> <td>Counseling</td> <td>Supportive Services</td> </tr> <tr> <td>Education Rewards</td> <td>Referral</td> </tr> <tr> <td>Loan Program</td> <td>Supportive Services</td> </tr> <tr> <td>Follow-Up (including WIA Title I)</td> <td>Training – Completed</td> </tr> <tr> <td>Job Development</td> <td>Training – Did Not Complete</td> </tr> <tr> <td>Job Search</td> <td>Training – Entered</td> </tr> <tr> <td>Orientation</td> <td>UI Issue</td> </tr> <tr> <td>Outcomes / Enhancements</td> <td>Vouchers</td> </tr> </tbody> </table>	Assessment	Skills Remediation	Career Planning	Status Update	Counseling	Supportive Services	Education Rewards	Referral	Loan Program	Supportive Services	Follow-Up (including WIA Title I)	Training – Completed	Job Development	Training – Did Not Complete	Job Search	Training – Entered	Orientation	UI Issue	Outcomes / Enhancements	Vouchers
Assessment	Skills Remediation																					
Career Planning	Status Update																					
Counseling	Supportive Services																					
Education Rewards	Referral																					
Loan Program	Supportive Services																					
Follow-Up (including WIA Title I)	Training – Completed																					
Job Development	Training – Did Not Complete																					
Job Search	Training – Entered																					
Orientation	UI Issue																					
Outcomes / Enhancements	Vouchers																					
Service Detailed	►	Select the specific service from the dropdown list. The selections will vary, depending upon which Category you have selected.																				



A list of all **Service Details** for each **Category** and their definition is provided in the **Appendix C.**



The **Category** and **Service Detail** you select depends on your role, responsibilities, the programs, and the office you work in.

5. Click the **OK** button to return to the **General** sub tab. This action only posts the new service on you view of the **General** sub tab. This does not actually save the service to the Customer record in the MOSES database.
6. Click the **OK** button and the **Yes** button to save changes and exit this record. This returns you to the **Job Seeker Search** window.

Job Seeker Membership (Job, Anita)

SSN: XXX-XX-1234 ID: 12877345

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Anita Middle Initial:

Last Name: Job Sex: Nonbinary

Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☒ Yes ☐ No

Race

☒ White ☒ Black or African American

☐ Asian ☐ American Indian or Alaskan Native

☐ Other ☐ Hawaiian Native or Other Pacific Islander

☐ Information Not Available

Programs Last Reportable Service Date: 03/26/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	<input type="text"/>	
Program Eligibility	<input type="checkbox"/>	<input type="text"/>	
Career Planning	<input type="checkbox"/>	<input type="text"/>	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No **Career Center**

Address

Residence Address Mailing Address

Address: 123 Applicant Way

Country: United States of America

Zip: 02114 City: Boston

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (617)626-3530 Email: ajob@gmail.com


Other Phone: (781)447-1236

Web Address: www.linkedin.com/76rs7/sk91ls/0 ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



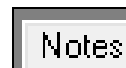
An alternate way to save the service to the MOSES database is to click on the Save  (diskette) icon. This does not bring up the pop-up box asking you if you want to save, it just saves it. You are brought back to the first tab in that Customer record. For Job Seekers, this is the **Basic** tab.

To Record a General Service after Entering a Note

1. Open the **Job Seeker Membership** window for the Customer.

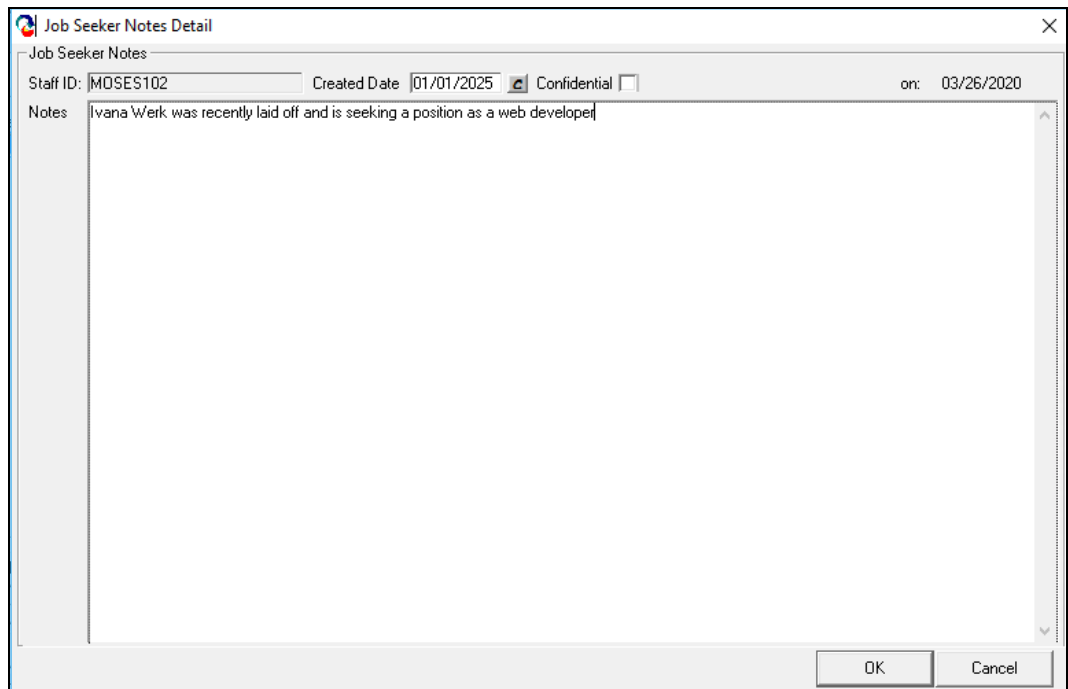
The screenshot shows the 'Job Seeker Membership' window for a customer named Ivana Werk. The window has a title bar with the customer's name and a 'Notes' button. Below the title bar is a navigation bar with tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The 'Basic' tab is selected. The form is divided into several sections: 'General Information' with fields for First Name (Ivana), Last Name (Werk), Date of Birth (01/01/1985), Sex (Chose not to answer), Military (Yes/No), and Release Information (Yes/No); 'Ethnicity' and 'Race' sections with checkboxes for various groups; 'Address' section with fields for Address (22 Jobsearch Blvd), Country (United States of America), Zip (02110), and City (Boston); 'Contact' section with fields for Primary Phone, Other Phone, Email, and Web Address; and 'Special Accommodations' section. At the bottom, there are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

2. Click on the **Notes** button.



3. Add a new note.

The screenshot shows the 'Job Seeker Notes' window. It has a title bar with the window name and a close button. Below the title bar is a table with columns: Created Date, User ID, Confidential, and Notes. The table is currently empty. At the bottom, there are buttons for Expand All Notes, Edit, Add, Delete, OK, and Cancel.

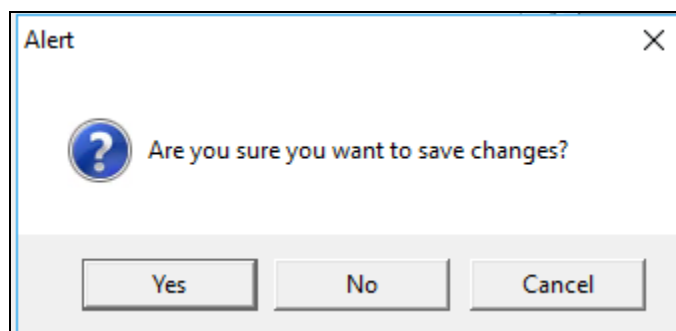


The image shows a software window titled "Job Seeker Notes Detail". It has a tab labeled "Job Seeker Notes". Below the tab, there are fields for "Staff ID:" (containing "MOSES102"), "Created Date:" (containing "01/01/2025"), a "Confidential" checkbox (which is unchecked), and a date "on: 03/26/2020". Below these fields is a large text area labeled "Notes" containing the text "Ivana Werk was recently laid off and is seeking a position as a web developer". At the bottom right of the window are "OK" and "Cancel" buttons.



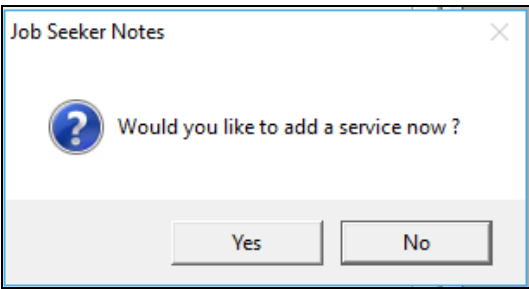
This space holds 5,000 characters. Two single lined pieces of paper. You can copy and paste in this box from other sources.

4. Post the note to your desktop by clicking the **OK** button.

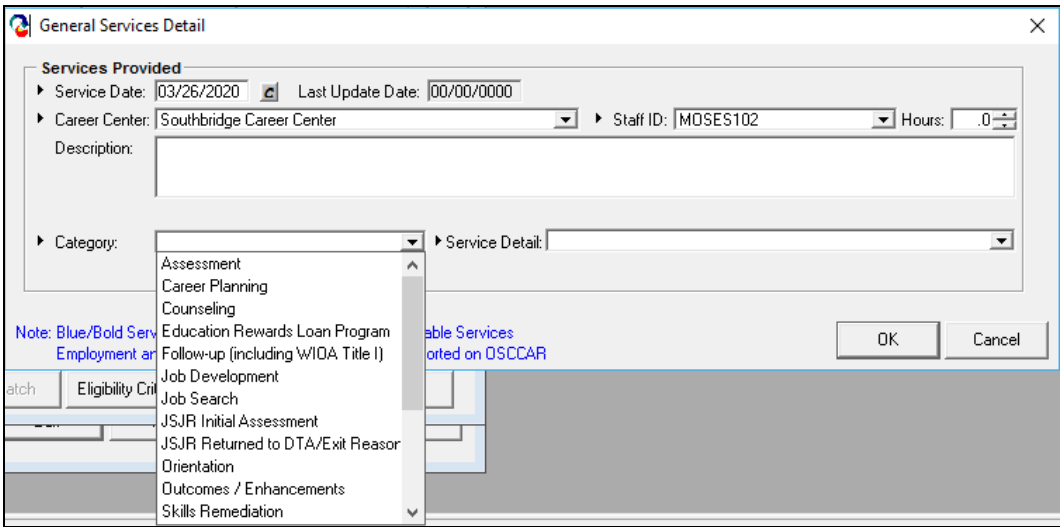
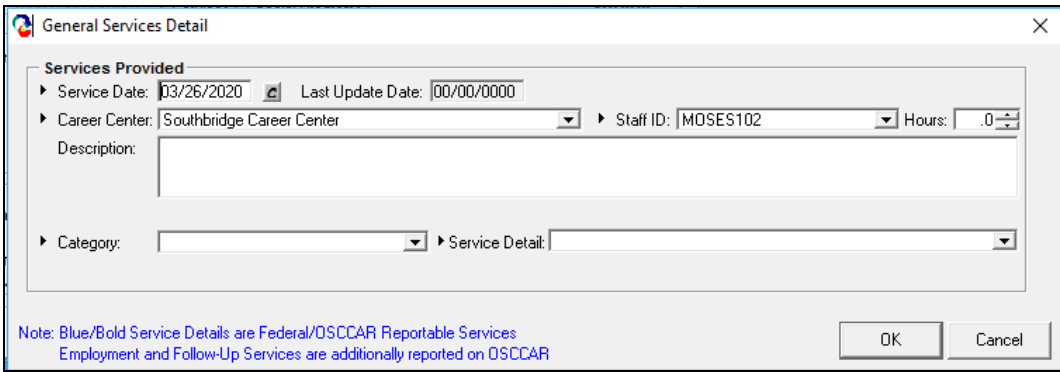


5. Click the **Yes** button to save the note.

6. Click the **Yes** button to add a **General Service**.



7. Select the **Category** and corresponding **Service Detail** you would like in the General Services Detailed screen.
Appendix C has a complete list of these if you need more information.



8. Click the **OK** button to post this service.

Your desktop display will be the **Basic** tab of the job seeker record.

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Information

First Name: Ivana Middle Initial:

Last Name: Werk Sex: Chose not to answer

Date of Birth: 01/01/1985 Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No

Race ☒ White ☒ Black or African American

☐ Asian ☐ American Indian or Alaskan Native

☐ Other ☐ Hawaiian Native or Other Pacific Islander

☐ Information Not Available

Programs

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	<input type="text"/>	
Program Eligibility	<input type="checkbox"/>	<input type="text"/>	
Career Planning	<input type="checkbox"/>	<input type="text"/>	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Address

Address: 22 Jobsearch Blvd

Country: United States of America

Zip: 02110 City: Boston

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

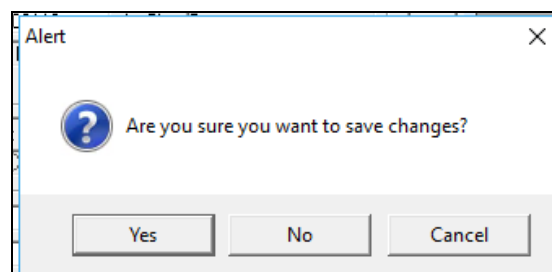
Primary Phone: () - Email:



Other Phone: () -

Web Address: ☐ Prefers Emails

Special Accommodations

9. Save your record by clicking the **OK** button and saying **Yes** to the pop-up box to confirm the save



Alternately, you can also save by clicking on the Save Icon () or by clicking on the Refresh Icon (). This keeps you on the Basic tab of the record.

To Record a Testing Service for a Customer

Testing services include giving tests for reading, math, and career choices and recording the results.

The names of all the tests are listed, with their acronyms.

1. Open the **Job Seeker Membership** to the **Services, Testing** sub tab for the Customer.

The screenshot shows the 'Job Seeker Membership (Werk, Ivana)' window. The title bar includes the name 'Werk, Ivana' and the SSN: XXX-XX-0013 ID: 12877193. The window has several tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, and Special Programs. The 'Services' tab is selected, and within it, the 'Testing' sub-tab is active. The main area displays a table with columns: Service Date, Staff ID, Category, Service Detail, Career Center, Hours Used for Eligibility, and Post Test. To the right of the table are buttons for 'Add', 'Edit', and 'Delete'. At the bottom of the window are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

2. Click the **Add** button on the **Testing** tab.

MOSES displays the **Testing Services Detail** window.

The screenshot shows the 'Testing Services Detail' window. It has a 'Services Provided' section with fields for Service Date (03/26/2020), Last Update Date (00/00/0000), Career Center (Southbridge Career Center), Staff ID (MOSES102), and Hours (.0). There is a checkbox for 'MADOE/USDOL Assessment' with 'Yes' and 'No' options. Below this is a 'Description' text area. The 'Category' and 'Service Detail' are also dropdown menus. The 'Test Results' section includes fields for Form, Level, Scale Score (0), Score/Grade Level (0.0), Test No., Test Date (03/26/2020), Source, Results, Occupation, Test Language (English), and Educational Functioning Level. At the bottom, there is a note: 'Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCCAR.' and 'OK' and 'Cancel' buttons.

3. Complete the information about the testing service provided.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Service Date	▸	MOSES pre-fills this field with the current date. This date may be backdated for up to your standard back dating rights. (Standard back dating rights are 60 days.)
Last Update Date		MOSES pre-fills this field.
Career Center	▸	MOSES pre-fills this field with your Career Center.
Staff ID	▸	MOSES pre-fills this field with your Staff ID. Change this to the Staff ID of the person who delivered the actual service if you are only entering this data.
Hours	▸	MOSES pre-fills this field based on the Category and the Service Detail selected. Staff can manually increase or decrease this number as appropriate.
MADOE / USDOL Assessment		Click the Yes button if this is a Test of Adult Basic Education (TABE), (REEP), or Basic English Skills Test (BEST). This limits the Service Category to five options: ABE Math, ABE Reading, ABE Writing, ESOL Reading & Writing (REEP), or ESOL Speaking & Listening (BEST). Click the No button if this is a career assessment, interest inventory, occupational test or a non-MADOE/USDOL reading, math or other educational assessment.
Description		Type a description of the service provided. Information entered here appears on the Career Planning, Assessment sub tab. It may be helpful to enter the score here as well as in the Level/Score field. Testing scores (depending on the test) should be entered or duplicated in this box.

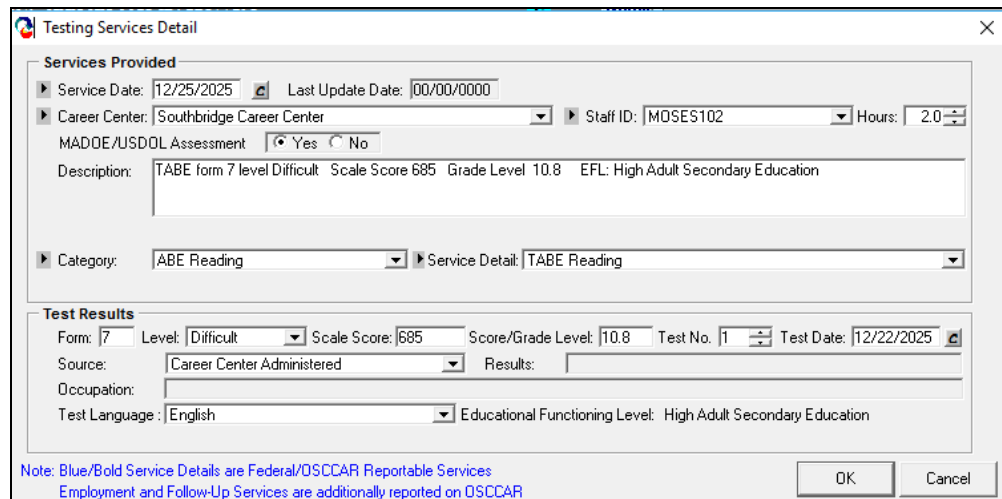
<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Category	▸	<p>Select the Service Category from the dropdown list. The list will change based upon how you answer the MADOE/USDOL question. (Yes or No). Use the scroll bar to view the entire list.</p> <p>Yes</p> <p>ABE Math ABE Reading ABE Writing ESOL Reading ESOL Speaking & Listening ESOL Writing</p> <p>No</p> <p>Career Information Systems Career/Interest Inventories or Assessments English Test for Speakers of Other Languages GED / HiSET (General Equivalency Diploma) History Test Math Test Occupation Testing Occupational Certification / License Other Test Reading Test Science Test WorkKeys Exam</p>
Service Detailed	▸	<p>Select the specific service from the dropdown list. The list will change based upon how you answer the MADOE/USDOL question. (Yes or No). The selections will vary, depending upon which Category you have selected. Use the scroll bar to view the entire list.</p>
Form		For TABE test results, enter the Form of the test given:
Level		For TABE test results, enter the Level of

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
		the test given: Advanced, Difficult, Easy, or Medium
Scale Score		For TABE test results, enter the Scale score here.
Score/Grade Level		Enter the score or grade level equivalent the Customer received on this test. (If applicable.)
Test no.		Enter which test this was. You may enter up to <u>eleven</u> different administrations of this test. This accounts for pre- and post-tests, as well as interim tests.
Test Date		Enter the <u>date the test was given</u> . This date may be backdated for up to your back-dating rights. (Standard back dating rights are 60 days.)
Source		Choose the source that provided the testing results.
Results		Enter results from tests that do not measure in numbers, but use letters. Such as the Holland Code (A = Artistic, C = Conventional, E = Enterprising, I = Investigative, R = Realistic, S = Social).
Occupation		Enter the occupations that apply to the testing service, if applicable.
Test Language		Indicate the language of the test, if other than English.
Use this test score for eligibility		One test score may be brought forward for Eligibility Criteria for <i>each</i> of these types of tests: Reading Level, Math Level, and/or ESL Level

- Click the **OK** button to return to the **Testing** sub tab.

This action only posts the new service on your desktop display.

This does not actually save the service to the Customer record in the MOSES database.



The 'Testing Services Detail' window contains the following fields:

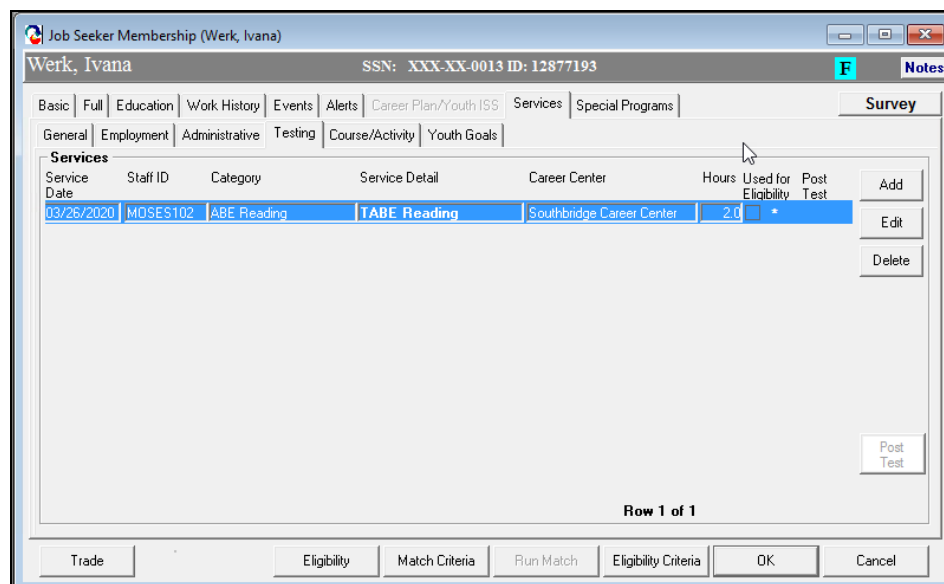
- Services Provided:**
 - Service Date: 12/25/2025, Last Update Date: 00/00/0000
 - Career Center: Southbridge Career Center, Staff ID: MOSES102, Hours: 2.0
 - MADOE/USDOL Assessment: Yes (selected), No
 - Description: TABE form 7 level Difficult Scale Score 685 Grade Level 10.8 EFL: High Adult Secondary Education
 - Category: ABE Reading, Service Detail: TABE Reading
- Test Results:**
 - Form: 7, Level: Difficult, Scale Score: 685, Score/Grade Level: 10.8, Test No. 1, Test Date: 12/22/2025
 - Source: Career Center Administered, Results:
 - Occupation:
 - Test Language: English, Educational Functioning Level: High Adult Secondary Education

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Buttons: OK, Cancel

- Click the **OK** button and the **Yes** button to save changes and exit this record.

This saves the service and returns you to the **Job Seeker Search** window.




The 'Job Seeker Membership (Werk, Ivana)' window displays the following information:

- Header: Werk, Ivana, SSN: XXX-XX-0013 ID: 12877193
- Tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, Survey
- Sub-tabs: General, Employment, Administrative, Testing, Course/Activity, Youth Goals
- Services Table:**

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	Used for Eligibility	Post Test	
03/26/2020	MOSES102	ABE Reading	TABE Reading	Southbridge Career Center	2.0		*	Add Edit Delete
- Buttons: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, Cancel, Post Test



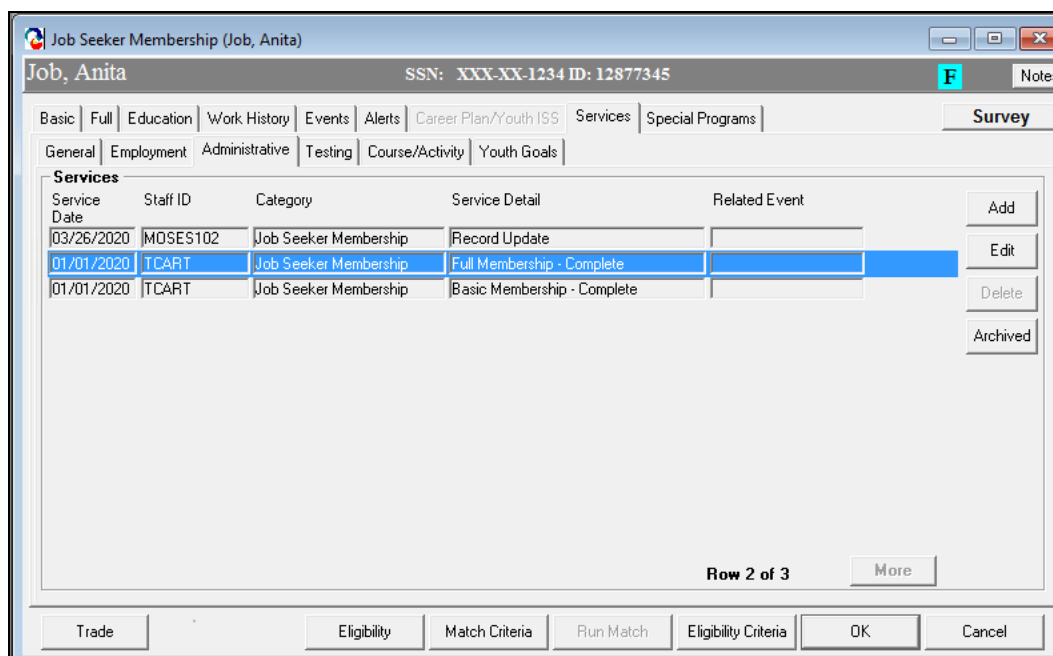
An alternate way to save the service to the MOSES database is to click on the Save (diskette)  icon.

This does not bring up the pop-up box asking you if you want to save, but just saves it.

MOSES then brings you back to the first tab in that Customer record. For Customers, this is the **Basic** tab.

To Record an Administrative Service for a Customer

1. Open the **Job Seeker** record of the Customer.
2. Click the **Administrative** sub tab on the **Services** tab.



Job Seeker Membership (Job, Anita)

Job, Anita SSN: XXX-XX-1234 ID: 12877345

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | **Services** | Special Programs | Survey

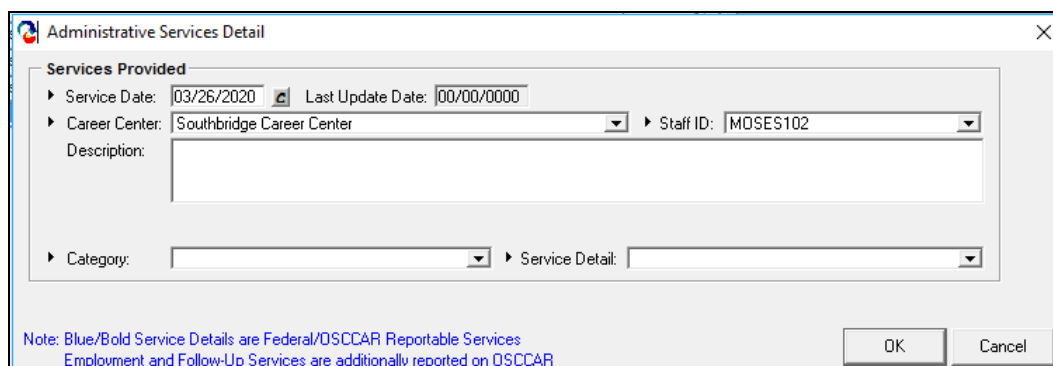
General | Employment | **Administrative** | Testing | Course/Activity | Youth Goals

Service Date	Staff ID	Category	Service Detail	Related Event
03/26/2020	MOSES102	Job Seeker Membership	Record Update	
01/01/2020	TCART	Job Seeker Membership	Full Membership - Complete	
01/01/2020	TCART	Job Seeker Membership	Basic Membership - Complete	

Row 2 of 3

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Add** button on the **Administrative** sub tab. MOSES displays the **Administrative Services Detailed** window.



Administrative Services Detail

Services Provided

Service Date: 03/26/2020 Last Update Date: 00/00/0000

Career Center: Southbridge Career Center Staff ID: MOSES102

Description:

Category: Service Detail:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

4. Type information into the following fields on the **Administrative Services Detail** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Service Date	▶	MOSES pre-fills this field with the current date. This date may be backdated for up to your back-dating rights. (Standard back dating rights are 60 days.)
Last Update Date		MOSES pre-fills this field.
Career Center	▶	MOSES pre-fills this field with the Career Center that appears on the banner line.
Staff ID	▶	MOSES pre-fills this field with your Staff ID.
Description		Type a description of the service provided. (Or enter in Notes.)
Category	▶	Select the Service Category from the dropdown list:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
		Feedback Activity Scheduling Contact Contact Follow up Job Seeker Membership Membership Card
Service Detailed	►	Select the specific service from the dropdown list. The selections will vary, depending upon which Category you have selected.



A list of all **Service Details** for each **Category** is provided in the **Appendix C** of this manual.

5. Click the **OK** button to return to the **Administrative** tab window.
This completes the procedure to record an Administrative Customer service.
6. Click the **OK** button and the **Yes** button to save changes.
This returns you to the **Job Seeker Search** window.
7. Click the **Close** button to return to the MOSES main menu window.



An alternate way to save the service to the MOSES database is to



click on the Save (diskette) icon. This does not bring up the pop-up box asking you if you want to save, it just saves it. You are brought back to the first tab in that Customer record. For Customers, this is the **Basic** tab.

Common Data Entry / Practice Used in Administrative Services

1. Open the **Job Seeker** record for the Customer.
2. Click the **Administrative** sub tab on the **Services** tab.

Job Seeker Membership (Job, Anita)

Job, Anita SSN: XXX-XX-1234 ID: 12877345

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

Services

Service Date	Staff ID	Category	Service Detail	Related Event
03/26/2020	MOSES102	Job Seeker Membership	Record Update	
01/01/2020	TCART	Job Seeker Membership	Full Membership - Complete	
01/01/2020	TCART	Job Seeker Membership	Basic Membership - Complete	

Row 1 of 3

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Add** button on the **Administrative** sub tab.
- You get the **Administrative Services Detail** window.

Administrative Services Detail

Services Provided

Service Date: 03/26/2020 Last Update Date: 00/00/0000

Career Center: Southbridge Career Center Staff ID: MOSES102

Description:

Category: Service Detail:

Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on DSCCAR

OK Cancel

4. Select **Contact** as the **Category**.



Contact is used to record unsuccessful attempts to communicate with the customer.
That means NO interaction, communication or interface was attained / achieved or provided to the job seeker.



Another way of recording this service would be to enter it into **Notes**. You can use *either* data entry process. **Notes** or **Administrative Services – Contact**.
One should be recorded, but you are *not* required to use BOTH, unless it is your offices standard practice to do so.

5. Select the **Service Detail** that is appropriate.



A list and definitions of the **Service Detail** drop menu may be found in **Appendix C**.

6. Click the **OK** button to save changes.
7. Click the **OK** button and the **Yes** button to save changes.
This returns you to the **Job Seeker Search** window.

Job Seeker Search

Type of Search

Search By

- ☒ Job Seeker ID
- ☐ Last Name
- ☐ Social Security Number
- ☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0005	Aiden	Collie	01/02/1988	12877208	19 Stanford Street, Boston	
###-##-1234	Anita	Job	01/01/1990	12877345	123 Applicant Way, Boston	
###-##-0001	Sammy	Lechat	01/01/1990	12877196	25 Litterbox Lane, Orange	
###-##-0002	Frank	Lemonjello	01/01/1990	12877197	19 Cool Whip Circle, Orange	
###-##-0013	Ivana	Werk	01/01/1985	12877193	22 Jobsearch Blvd, Boston	

Row 2 of 5

More

Eligibility Eligibility Criteria Match Criteria Run Match Trade Edit Add Delete Close



An alternate way to save the service to the MOSES database is to



click on the Save (diskette) icon. This does not bring up the pop-up box asking you if you want to save, it just saves it. You are brought back to the first tab in that Customer record. For Customers, this is the **Basic** tab.

JobQuest and Administrative Services / MOSES

JobQuest is MOSES online. It is a portal for customers to manager their MOSES account, do active job search and other activities.

The **Administrative Services** tab is also where most JobQuest interactions are recorded.

As customers log in and out of JobQuest these activities are tracked on the Administrative tab.

Any JobQuest change to the record on the **Basic, Full, Education** and/ or **Work History** are documented here.

Enrollment in the Job Matching program in **JobQuest** is also traced here, as well as online usage of TORQ in JobQuest.

The screenshot displays the MassHire JobQuest website. At the top, a blue header bar contains the text "The Executive Office of Labor and Workforce Development (EOLWD)" on the left and "Login / Register" on the right. Below this is a navigation bar with the "MASSHIRE JobQuest" logo and a series of icons representing different services. The main content area is divided into several sections. On the left, there is a "Find Jobs" section with a search bar for "Keywords" (with an example "Office worker, Excel"), a "Job Title" field (with an example "Clerk"), and a "Location" field (with an example "Massachusetts City or ZIP Code"). A "Search" button is located to the right of these fields. Above the search bar, it says "Total Job Openings: 121,143". Below the search bar, there is a "Quick Tip: Use Keywords for Fastest Search" and a "More Search Options" link. In the center, there is a video player with the title "Kickstart your Future at a MassHire Career Center" and a play button. To the right of the video player, there is a section titled "Dept of Unemployment Assistance is Hiring Job Service Representatives" with "30 Openings - Apply Now" and a "more information" link. At the bottom, there are two more sections: "MassHire Career Center Resources" and "See the NEW 'mobile friendly' specialized job sites." On the right side of the page, there is a "Job Seeker Login" section with fields for "SSN or Job Seeker ID" and "Password", a "Go" button, and a "Forgot Your Password?" link. Below this is a "First Time User?" section with a "Register Now" button. At the very bottom right, there is a "JobQuest Guide" section with a "JobQuest Guide" link. The page is designed with a clean, professional look using a color palette of blue, orange, and white.

1. Open the **Job Seeker** record of the Customer.

Job Seeker Membership (Test, Surly)

Test, Surly SSN: XXX-XX-4641 ID: 11565705

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Information

First Name: Surly Middle Initial: ☐
Last Name: Test Sex: Male
Date of Birth: 01/01/1982 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☐ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☒ Information Not Available

Programs Last Reportable Service Date: 02/14/2018

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input checked="" type="checkbox"/>	Info. Complete - On	
Career Planning	<input type="checkbox"/>		

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Residence Address Mailing Address

Address

Address: 19 Staniford Street
Country: United States of America
Zip: 01776- City: Sudbury
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☒ Yes ☐ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (508)781-0617 Email: surlyT@gmail.com
Other Phone: (617)781-0508
Web Address: www.Linkedin.com/27sjko/82-sk/ ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Administrative** sub tab on the **Services** tab.

Job Seeker Membership (Test, Surly)

Test, Surly SSN: XXX-XX-4641 ID: 11565705

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

Services

Service Date	Staff ID	Category	Service Detail	Related Event
07/13/2018	INETSELF	Job Seeker Membership	System Log On	
07/12/2018	INETSELF	Job Seeker Membership	Address Change	
07/12/2018	INETSELF	Job Seeker Membership	System Log On	
07/11/2018	INETSELF	Job Seeker Membership	System Log On	
07/10/2018	INETSELF	Job Seeker Membership	System Log On	
07/09/2018	INETSELF	Job Seeker Membership	Match Criteria - Complete On	
07/09/2018	INETSELF	Job Seeker Membership	Match Criteria - Incomplete	
07/09/2018	INETSELF	Job Seeker Membership	Match Criteria - Complete-off	
07/09/2018	INETSELF	Job Seeker Membership	TORQ Usage	
07/09/2018	INETSELF	Job Seeker Membership	System Log On	
07/05/2018	INETSELF	Job Seeker Membership	TORQ Usage	
07/05/2018	INETSELF	Job Seeker Membership	TORQ Usage	
07/05/2018	INETSELF	Job Seeker Membership	System Log On	

Row 1 of 729 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Common Administrative Services

Job Quest Transactions



INETSELF is the staff ID associated with JobQuest interactions.

INETSELF



Example of a transaction data entry with a Customer Logging in to JobQuest

INETSELF	Job Seeker Membership	System Log On
----------	-----------------------	---------------



Example of a transaction data entry with a Customer updating their record

INETSELF	Job Seeker Membership	Address Change
----------	-----------------------	----------------



Example of a transaction data entry with a Customer doing the Job Match process (Smart Match) in JobQuest

INETSELF	Job Seeker Membership	Match Criteria - Complete On
INETSELF	Job Seeker Membership	Match Criteria - Incomplete
INETSELF	Job Seeker Membership	Match Criteria - Complete-off



Example of a transaction data entry with a Customer doing TORQ in JobQuest

INETSELF	Job Seeker Membership	TORQ Usage
----------	-----------------------	------------

Search for, Sign Up, and View a Job Seeker Event

Overview

There are many types of **Job Seeker Events**, for example, job fairs, resume workshops, networking workshops, and Career Center Seminars. Events are often held on-site at the career centers, are normally scheduled in advance, and are often led by career center staff.

You can search for a specific Job Seeker event, view a list of all events, view the schedule of the events, and add a Job Seeker for a scheduled event.

There are a number of methods to sign up a Job Seeker for an event, depending on the situation:

- Future, scheduled event - **Events, Event Scheduling** must be used. This is covered in this section.
- Past, scheduled event where a Job Seeker neglected to pre-register - **Events, Event Scheduling** must be used to add a participant and to record his/her participation. Only staff with the proper security level can record “yes” or “no” to participation.
- Not on the schedule, i.e., a group of Job Seekers attended an event that was delivered at the last minute - Use **Events, Mass Entry** to record the attendance of all of the participants at the same time. Mass Entry is not covered in this manual.
- Not on the schedule, i.e., a Job Seeker attended an event that was delivered at the last minute - Use the **Events** tab on the Job Seeker Registration to record attendance.

To Search for an Event by a Specific Date, Week, or Month

There are a number of different ways to search for a scheduled event, depending on the job seeker's needs.

For example, you can:

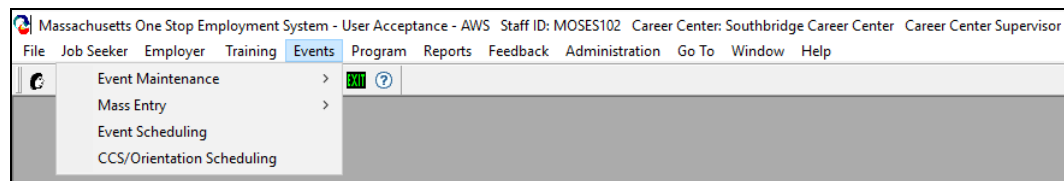
- Search for a specific event
- Search for all events at a specific career center
- Search for a specific event at any career center

Regardless of your search criteria, each of the methods also allows you to view event details and event participation list.



To view a list of all events that a specific job seeker has registered to attend, go to the **Job Seeker Membership**, and select the **Events** tab, **Current Events** sub tab.

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.



The **Job Seeker Scheduled Events** window appears. MOSES defaults to Job Seeker events at your career center. Remember this when you want to view **Employer Scheduled Events**.

2. Ensure that the **Job Seeker** radio button in the **Search Criteria** section is selected.

MOSES defaults to a list of all events for today's date for Job Seekers.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/15/2020	01:00 PM	0/25

Row 1 of 2

Participants Edit Add Event Schedules Delete Close

3. Search can be based on one or more of the following criteria:

Career Center

Select a **Career Center** from the dropdown list. MOSES will display events for only that career center. Or, choose the empty row from the top of the dropdown list to display the events for **all** of the career centers. (The default career center is the one associated with your Staff ID.)

Events

Select an **Event** name from the dropdown list to display only sessions of the selected event scheduled for the time period. Or, choose the empty row from the top of the dropdown list to display all events for the time period.

Selected Date

Click the **Selected Date** button to display events for the date shown on the calendar, based on the career center and/or event name chosen.

Show Selected Week

Click the **Show Selected Week** to display events for the week shown on the calendar, based on the career center and/or event name chosen.

Show Selected Month

Click the **Show Selected Month** button to display events for the month shown on the calendar, based on the career center and/or event name chosen.

- MOSES displays a list of scheduled events that meet your Search Criteria on the **Event Schedule** panel on the left.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Compu	Northampton Affiliate Care	04/13/2020	01:00 PM	0/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/16/2020	09:00 AM	0/25
WIDA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/16/2020	01:00 PM	0/25
Microsoft Word 1	Pioneer Valley Technic	Northampton Affiliate Care	04/17/2020	09:00 AM	0/25

Row 1 of 9

Participants Edit Add Event Schedules Delete Close




To see who is signed up to attend an event, click the **Participants** button on the **Job Seeker Scheduled Events** window.




Change the selected date, week, or month by using the calendar in the upper right-hand corner before you click on the appropriate button.

- Click the **Close** button to return to the MOSES main menu window.



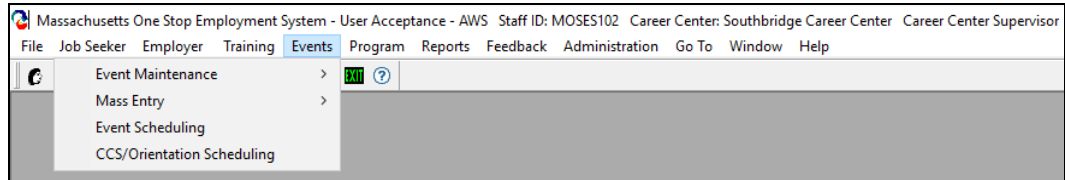
Note the key at the end () designating that this event is for members of that Career Center only and it will not allow you to add participants if you are not assigned to that office.



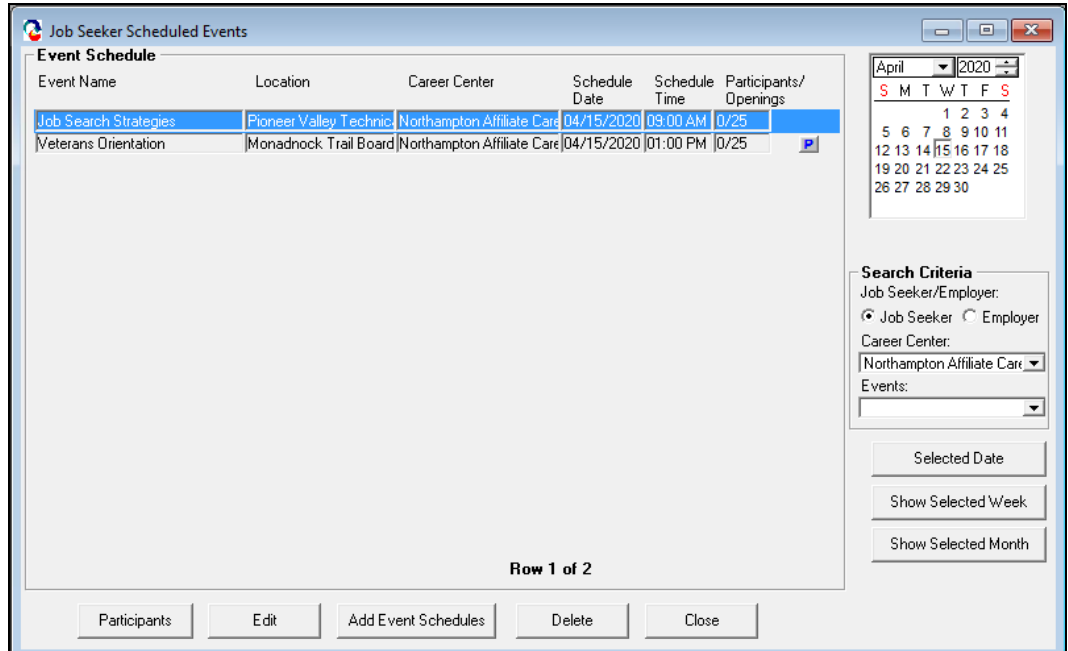
Note the **P** at the end of the event listing () designates that this event has prerequisites required to attend that course. Participants are expected to meet those requirements to attend.

To Add a Job Seeker to a Future, Scheduled Event

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**. The **Job Seeker Scheduled Events** window appears.



2. Ensure that the **Job Seeker** radio button in the **Search Criteria** is clicked.



- Click the **Show Selected Month** button. This will provide you with a list of Job Seeker events for the month.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/01/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/01/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/02/2020	09:00 AM	0/25
WIOA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/02/2020	01:00 PM	0/25
Microsoft Word 1	Pioneer Valley Technic	Northampton Affiliate Care	04/03/2020	09:00 AM	0/25
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/06/2020	09:00 AM	0/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/07/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/07/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/08/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/08/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/09/2020	09:00 AM	0/25
WIOA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/09/2020	01:00 PM	0/25
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Compu	Northampton Affiliate Care	04/13/2020	01:00 PM	0/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/16/2020	09:00 AM	0/25

Row 1 of 36

Participants Edit Add Event Schedules Delete Close

Search Criteria
 Job Seeker/Employer:
☒ Job Seeker ☐ Employer
 Career Center:
 Northampton Affiliate Care
 Events:
 Selected Date
 Show Selected Week
 Show Selected Month



Note the key at the end () designating that this event is for members of that Career Center only and it will not allow you to add participants if you are not in that office.



Note the **P** at the end of the event listing () designates that this event has prerequisites required to attend that course. Participants are expected to meet those requirements to attend.

- Select the event that the job seeker plans to attend.

Verify that you have selected the one with the desired time and date, since the same event may be scheduled at several times.

5. Click the **Participants** button.

If the event has prerequisites that must be met in order to attend the event, a listing of the prerequisites will pop up. Make sure the Job Seeker complies with the prerequisites.

The screenshot shows the 'Job Seeker Scheduled Events' window. A dialog box titled 'Massachusetts One Stop Employment System - Required for Event Attendance' is open, displaying the prerequisite: 'Must have successfully completed Microsoft Word 1.' The main window lists various events, including 'Microsoft Word 2' which is highlighted. The 'Participants' button at the bottom is the target for the next step.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Seeker Information Session	Emily Dickinson Room	Northampton Affiliate Career Center	04/03/2020	01:00 PM	0/25
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Career Center	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Computer	Northampton Affiliate Career Center	04/13/2020	01:00 PM	0/25
Interview Skills	Calvin Coolidge Classroom	Northampton Affiliate Career Center	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classroom	Northampton Affiliate Career Center	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technical	Northampton Affiliate Career Center	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Career Center	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Computer	Northampton Affiliate Career Center	04/16/2020	09:00 AM	0/25

6. The **Job Seeker Event Participation Entry** window appears displaying a list of job seekers, if any, who have already signed up for that session of the event.

The screenshot shows the 'Job Seeker Event Participation Entry' window. The 'Scheduled Event' section displays details for 'Microsoft Word 2' at the 'Northampton Affiliate Career Center' on '04/13/2020' at '01:00 PM'. Below this is a table for participants, which is currently empty. The 'Participants' button from the previous window is the target for this step.

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
---------------------	------	---------------	------------	-----------	----------	----------------	--------------

7. Click the **Add** button to display a blank row for adding a Job Seeker to the event.

Type the **Job Seeker ID** or **SSN** into the proper field in the blank row.
Note it defaults to the Job Seeker ID.

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ICART"/>	

Quick Search Add Delete OK Cancel Go to Job Seeker



Note the Participant list defaults to the Job Seeker Id. You may also click on Social Security # box and use that field instead.

8. Tab out of the **Job Seeker ID** or **SSN** field, once you have entered it. This automatically populates the other fields.

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input checked="" type="checkbox"/>	###-##-5014	12534766	Sandy	Beach	517-626-8745	[dropdown]	TCART

Quick Search Add Delete OK Cancel Go to Job Seeker

9. Click the **OK** button and the **Yes** button to save changes. This returns you to the **Job Seeker Scheduled Events** window.

Job Seeker Scheduled Events

Event Schedule

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Compu	Northampton Affiliate Care	04/13/2020	01:00 PM	1/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/16/2020	09:00 AM	0/25
WIDA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/16/2020	01:00 PM	0/25
Microsoft Word 1	Pioneer Valley Technic	Northampton Affiliate Care	04/17/2020	09:00 AM	0/25

Row 2 of 9

Participants Edit Add Event Schedules Delete Close

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Search Criteria

Job Seeker/Employer: ☒ Job Seeker ☐ Employer

Career Center:

Events:

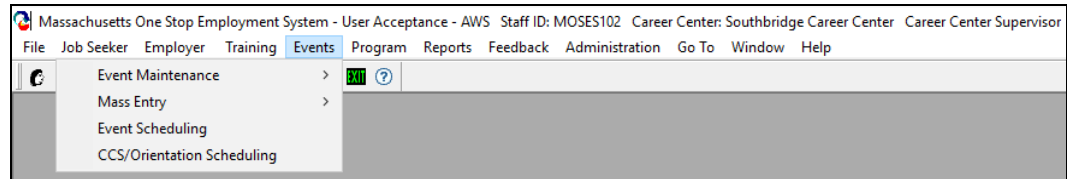
Selected Date

Show Selected Week

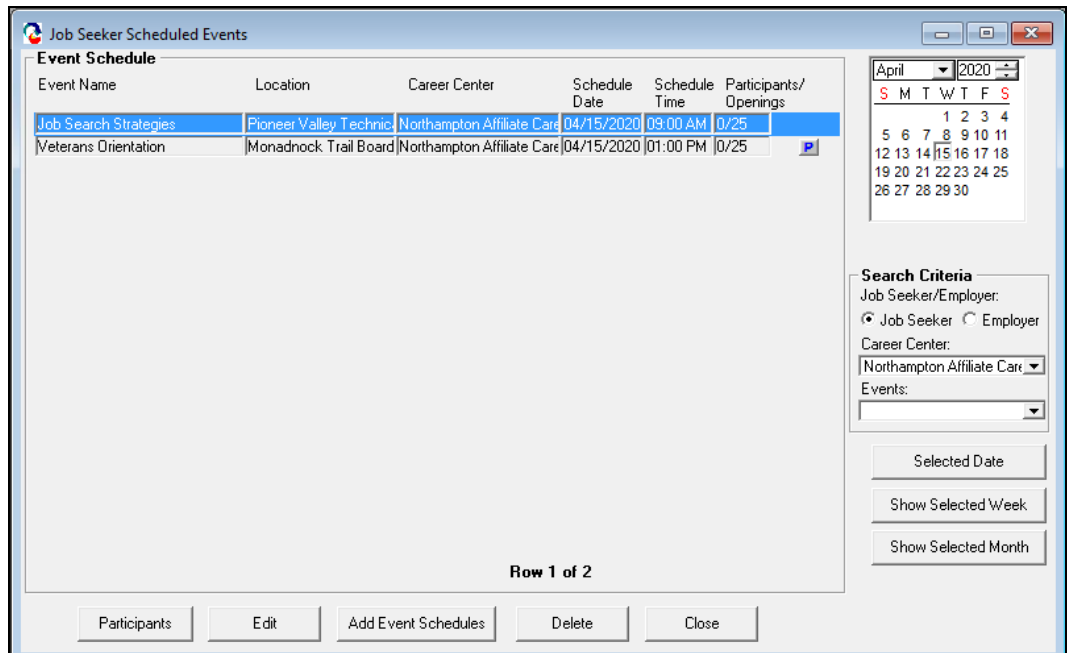
Show Selected Month

To Add a Job Seeker to a Future, Scheduled Event without a Membership, Social Security # or Job Seeker Id

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**. The **Job Seeker Scheduled Events** window appears.



2. Ensure that the **Job Seeker** radio button in the **Search Criteria** is clicked.




- Click the **Show Selected Month** button. This will provide you with a list of Job Seeker events for the month.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/01/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/01/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/02/2020	09:00 AM	0/25
WIOA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/02/2020	01:00 PM	0/25
Microsoft Word 1	Pioneer Valley Technic	Northampton Affiliate Care	04/03/2020	09:00 AM	0/25
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/06/2020	09:00 AM	0/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/07/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/07/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/08/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/08/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/09/2020	09:00 AM	0/25
WIOA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/09/2020	01:00 PM	0/25
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Compu	Northampton Affiliate Care	04/13/2020	01:00 PM	0/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/16/2020	09:00 AM	0/25


Row 1 of 36

Participants Edit Add Event Schedules Delete Close



Note the key at the end () designating that this event is for members of that Career Center only and it will not allow you to add participants if you are not in that office.



Note the **P** at the end of the event listing () designates that this event has prerequisites required to attend that course. Participants are expected to meet those requirements to attend.

- Select the event that the job seeker plans to attend.

Verify that you have selected the one with the desired time and date, since the same event may be scheduled at several times.

5. Click the **Participants** button.

If the event has prerequisites that must be met in order to attend the event, a listing of the prerequisites will pop up. Make sure the Job Seeker complies with the prerequisites.

Job Seeker Scheduled Events

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Care	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Compu	Northampton Affiliate Care	04/13/2020	01:00 PM	1/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Care	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Care	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Care	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Care	04/16/2020	09:00 AM	0/25
WIDA Information Session	Emily Dickinson Room	Northampton Affiliate Care	04/16/2020	01:00 PM	0/25
Microsoft Word 1	Pioneer Valley Technic	Northampton Affiliate Care	04/17/2020	09:00 AM	0/25

Row 7 of 9

Buttons: Participants, Edit, Add Event Schedules, Delete, Close

Calendar: April 2020

Search Criteria

Job Seeker/Employer: ☒ Job Seeker ☐ Employer

Career Center: Northampton Affiliate Care

Events: [Dropdown]

Buttons: Selected Date, Show Selected Week, Show Selected Month

6. The **Job Seeker Event Participation Entry** window appears displaying a list of job seekers, if any, who have already signed up for that session of the event.

Job Seeker Event Participation Entry

Scheduled Event

Name: LinkedIn Overview Facilitator: CPORT

Career Center: Northampton Affiliate Career Center Co-Facilitator 1: [Dropdown]

Date: 04/16/2020 Time: 09:00 AM Co-Facilitator 2: [Dropdown]

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	###-##-0005	12877200	Frank	Lemonjello	-		TCART
<input checked="" type="checkbox"/>	###-##-5135	12164500	Lin-Manuel	Miranda	108-807-9823	TCART	
<input type="checkbox"/>	###-##-9676	12853829	Sandy	Beach	617-858-5288	TCART	
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	905-826-1356	TCART	

Buttons: Quick Search, Add, Delete, OK, Cancel, Go to Job Seeker

- Click the **Add** button to display a blank row for adding a Job Seeker to the event.

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	###-##-0005	12877200	Frank	Lemonjello	- -		TCART
<input type="checkbox"/>	###-##-5136	12164500	Lin-Manuel	Miranda	108-807-9823		TCART
<input type="checkbox"/>	###-##-9676	12853829	Sandy	Beach	617-858-5288		TCART
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	905-826-1356		TCART
<input type="checkbox"/>							TCART



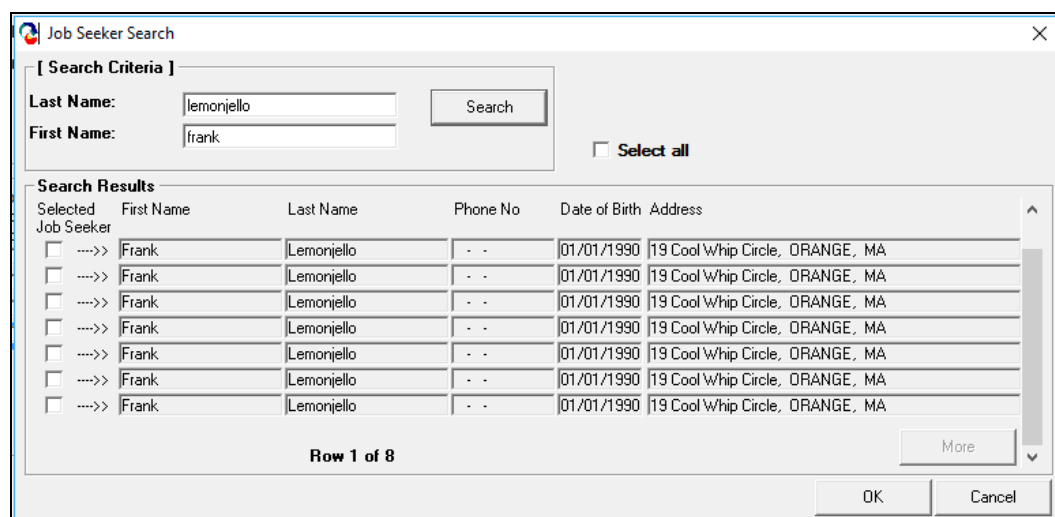
Note the Participant list defaults to the Job Seeker Id. You may also click on Social Security # box and use that field instead.

- If you do not have either the Member's **Job Seeker ID** or **Social Security Number**, click the **Quick Search** button to display the **Job Seeker Search** window.

Quick Search

Selected Job Seeker	First Name	Last Name	Phone No	Date of Birth	Address
---------------------	------------	-----------	----------	---------------	---------

9. Type any part of the Job Seeker's name in the text box and click the **Search** button. The search results appear.



The screenshot shows the 'Job Seeker Search' dialog box. Under the '[Search Criteria]' section, 'Last Name' is 'lemonjello' and 'First Name' is 'frank'. The 'Search' button is visible. Below, the 'Search Results' section displays a table with 8 rows. The first row is highlighted. The 'Selected Job Seeker' column has a checkbox next to each row.

Selected Job Seeker	First Name	Last Name	Phone No	Date of Birth	Address
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA

Row 1 of 8

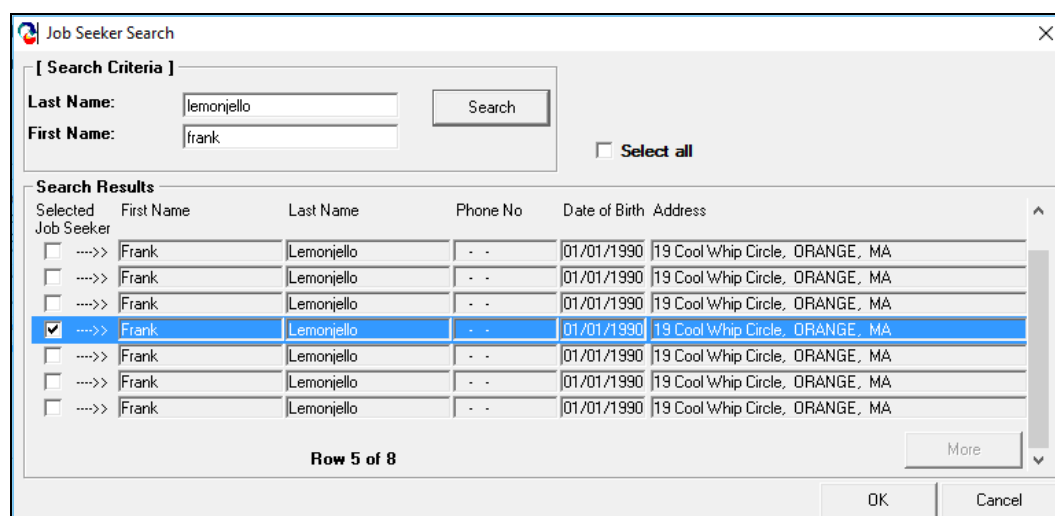
More

OK Cancel



Social Security Numbers do not appear here.
If you knew the Job Seeker's social security number, you could just enter it directly.

10. Check off the **Selected Job Seeker** box on the right side of the list to identify the customer to be added to the participants list.



The screenshot shows the 'Job Seeker Search' dialog box with the same search criteria. In the 'Search Results' table, the 5th row is now selected, indicated by a blue highlight and a checked checkbox in the 'Selected Job Seeker' column. The status bar shows 'Row 5 of 8'.

Selected Job Seeker	First Name	Last Name	Phone No	Date of Birth	Address
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input checked="" type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA
<input type="checkbox"/>	Frank	Lemonjello	- -	01/01/1990	19 Cool Whip Circle, ORANGE, MA

Row 5 of 8

More

OK Cancel

11. Click the **OK** button.

The Job Seeker is listed on the **Job Seeker Event Participation Entry** window, but not saved to the MOSES database.

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	###-##-0005	12877200	Frank	Lemonjello	- -		TCART
<input type="checkbox"/>	###-##-5136	12164500	Lin-Manuel	Miranda	108-807-9823		TCART
<input type="checkbox"/>	###-##-9676	12853829	Sandy	Beach	617-858-5288		TCART
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	905-826-1356		TCART
<input checked="" type="checkbox"/>	###-##-0006	12877201	Frank	Lemonjello	- -		TCART

Quick Search Add Delete OK Cancel Go to Job Seeker

12. Click the **OK** button and the **Yes** button to save changes.

This returns you to the **Job Seeker Scheduled Events** window.

Non-MOSES Members Registration for an Event



For customers who are non-members you can follow the process below.

Or have them complete a membership application and register them in MOSES by following the usual Event participation process using their Job Seeker Id or social security number.

1. Select the event that the job seeker plans to attend.

Verify that you have selected the one with the desired time and date, since the same event may be scheduled at several times.

2. Click the **Participants** button.

If the event has prerequisites that must be met in order to attend the event, a listing of the prerequisites will pop up. Make sure the Job Seeker complies with the prerequisites.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Career Center Seminar	Emily Dickinson Room	Northampton Affiliate Carr	04/13/2020	09:00 AM	0/25
Microsoft Word 2	Mount Greylock Compu	Northampton Affiliate Carr	04/13/2020	01:00 PM	1/25
Interview Skills	Calvin Coolidge Classro	Northampton Affiliate Carr	04/14/2020	09:00 AM	0/25
Resume Overview	Calvin Coolidge Classro	Northampton Affiliate Carr	04/14/2020	01:00 PM	0/25
Job Search Strategies	Pioneer Valley Technic	Northampton Affiliate Carr	04/15/2020	09:00 AM	0/25
Veterans Orientation	Monadnock Trail Board	Northampton Affiliate Carr	04/15/2020	01:00 PM	0/25
LinkedIn Overview	Mount Greylock Compu	Northampton Affiliate Carr	04/16/2020	09:00 AM	0/25
WIDA Information Session	Emily Dickinson Room	Northampton Affiliate Carr	04/16/2020	01:00 PM	0/25
Microsoft Word 1	Pioneer Valley Technic	Northampton Affiliate Carr	04/17/2020	09:00 AM	0/25

Row 7 of 9

Participants Edit Add Event Schedules Delete Close

Search Criteria
Job Seeker/Employer:
☒ Job Seeker ☐ Employer
Career Center:
Northampton Affiliate Carr
Events:
Selected Date
Show Selected Week
Show Selected Month

3. The **Job Seeker Event Participation Entry** window appears displaying a list of job seekers, if any, who have already signed up for that session of the event.

The screenshot shows the 'Job Seeker Event Participation Entry' window. The 'Scheduled Event' section at the top contains the following information:

- Name: LinkedIn Overview
- Facilitator: CPORT
- Career Center: Northampton Affiliate Career Center
- Co-Facilitator 1: (empty)
- Date: 04/16/2020
- Time: 09:00 AM
- Co-Facilitator 2: (empty)

Below this is a table of job seekers. The table has columns for Non-Moses Applicant, SSN#, Job Seeker ID, First Name, Last Name, Phone No, Funding Source, and Scheduled By. The data is as follows:

Non-Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	###-##-0005	12877200	Frank	Lemonjello	-		TCART
<input checked="" type="checkbox"/>	###-##-5136	12164500	Lin-Manuel	Miranda	108-807-9823		TCART
<input type="checkbox"/>	###-##-9676	12853829	Sandy	Beach	617-858-5288		TCART
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	905-826-1356		TCART

At the bottom of the window are buttons for 'Quick Search', 'Add', 'Delete', 'OK', 'Cancel', and 'Go to Job Seeker'.

4. Click the **Add** button to display a blank row for adding a Job Seeker to the event.

This screenshot shows the same 'Job Seeker Event Participation Entry' window, but with a new blank row added to the bottom of the job seekers table. The 'Scheduled Event' section remains the same as in the previous screenshot.

Non-Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	###-##-0005	12877200	Frank	Lemonjello	-		TCART
<input checked="" type="checkbox"/>	###-##-5136	12164500	Lin-Manuel	Miranda	108-807-9823		TCART
<input type="checkbox"/>	###-##-9676	12853829	Sandy	Beach	617-858-5288		TCART
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	905-826-1356		TCART
<input type="checkbox"/>							TCART

The 'Add' button at the bottom is highlighted, indicating it is the next step in the process.

- If a person attending an event is not a registered member in MOSES, click on the **Non Moses Applicant** check box.

You must then enter the attendee's **first name**, **last name**, and **phone number** in the appropriate fields.

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	###-##-0005	12877200	Frank	Lemonjello	-		TCART
<input type="checkbox"/>	###-##-5136	12164500	Lin-Manuel	Miranda	108-807-9823		TCART
<input type="checkbox"/>	###-##-9676	12853829	Sandy	Beach	617-858-5288		TCART
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	905-826-1356		TCART
<input type="checkbox"/>	###-##-0006	12877201	Frank	Lemonjello	-		TCART
<input checked="" type="checkbox"/>			Bonnie	Haven	617-626-1234		TCART

- Click the **OK** button and the **Yes** button to save changes.

This returns you to the **Job Seeker Scheduled Events** window.

- Click the **OK** button to save your work to the MOSES database. All Job Seekers you registered are now signed up to attend the event.



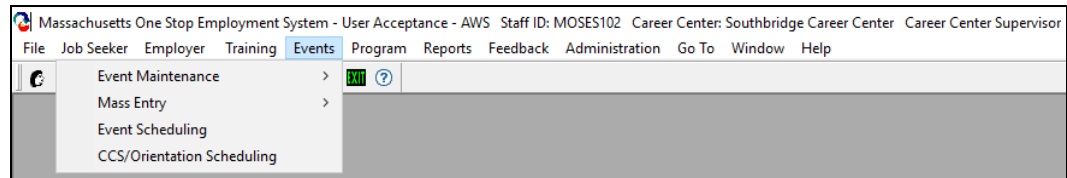
You can print a list of Job Seekers scheduled to attend the event. Place your cursor in one of the fields.

Right click, then choose **Print, Print Data**.

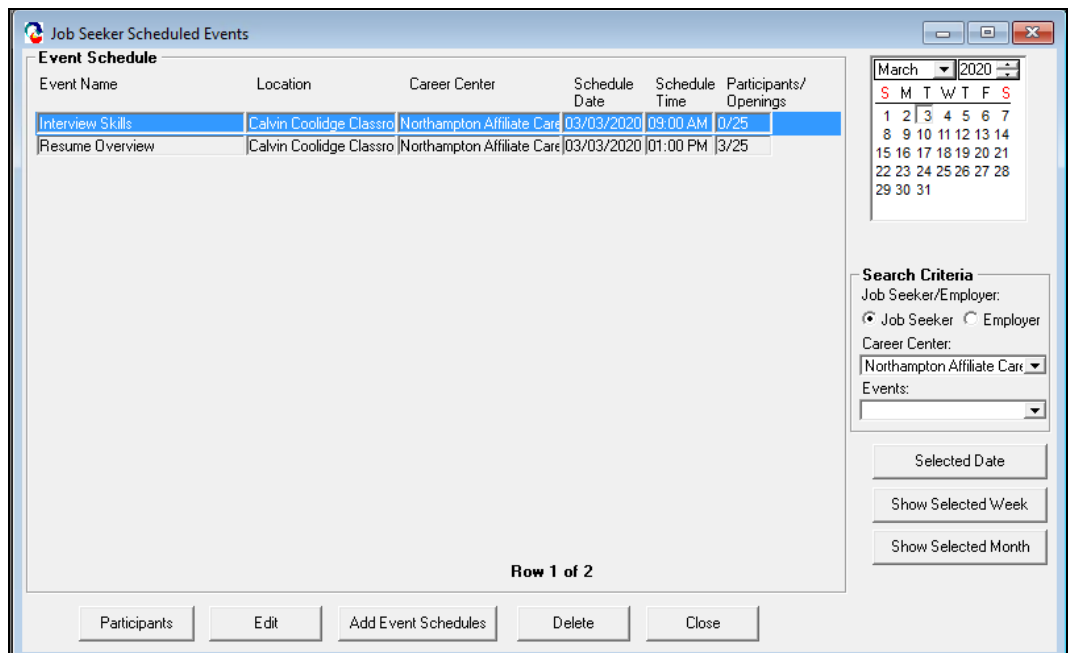
Use this list to make reminder calls to the Job Seekers.

To Record a Job Seeker's Attendance at a Scheduled Event

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.



2. Select the criteria from The **Job Seeker Scheduled Events** window that will bring up the event for which you want to record attendance.



- Highlight the proper event. Click the **Participants** button.

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By	Attended
<input type="checkbox"/>	###-##-0011	12877265	Fred	Flintstone	413-781-8888		BWAIT	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-0001	12877196	Sammy	Lechat	-		BWAIT	<input type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/>			Barney	Rubble	471-300-0000		BWAIT	

Quick Search Add Delete OK Cancel Go to Job Seeker

- Click **Yes** or **No** for each of the Job Seekers listed to record their attendance at this event.

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By	Attended
<input type="checkbox"/>	###-##-0011	12877265	Fred	Flintstone	413-781-8888		BWAIT	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-0001	12877196	Sammy	Lechat	-		BWAIT	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/>			Barney	Rubble	471-300-0000		BWAIT	

Quick Search Add Delete OK Cancel Go to Job Seeker



To record attendance of a Job Seeker who attended this event, but was not pre-registered, use the process described earlier to add a participant to a workshop.

You must click **Yes** to record their attendance.



Note that the **Non-MOSES Applicant** will not have any Attendance fields / buttons, since they are not registered in MOSES.

View a List of Events a Job Seeker is Signed Up To Attend

You may be interested in finding all of the events for which a particular Job Seeker has registered.

This is done through the **Events** tab on the **Job Seeker Membership** window.

The **Events** tab is mainly used for viewing **Current Events** which the Job Seeker is scheduled to attend and **Past Events** which the Job Seeker has attended or has not attended.

It can also be used to record the attendance of a Job Seeker for a current or past event that was not a scheduled event.

For example, a Job Seeker is in the Career Center and expresses an interest in the Resume workshop that the center offers. However, this workshop is not scheduled until next month. The staff person decides that since the Job Seeker is interested, he or she will provide the workshop right then and there.



You cannot sign up Job Seekers for a *future* event from this window. This is done from the **Event** menu on the MOSES main menu window. This procedure was described in *To Add a Job Seeker to a Future, Scheduled Event*.

1. Go to the Job Seeker Search window and search for your job seeker.
2. Open the **Job Seeker Membership** window for that job seeker.

Job Seeker Membership (Lechat, Sammy)

Lechat, Sammy SSN: XXX-XX-0001 ID: 12877196

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Sammy Middle Initial:
 Last Name: Lechat Sex: Male
 Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No
 Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs — Last Reportable Service Date: 03/06/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Residence Address | Mailing Address

Address

Address: 25 Litterbox Lane
 Country: United States of America
 Zip: 01364 City: Orange
 State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
 Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - Email:
 Other Phone: () -
 Web Address: ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click on **Events** tab.

MOSES defaults to the **Current Events** sub tab and displays any Events that the job seeker is registered to attend.

Job Seeker Membership (Lechat, Sammy)

Lechat, Sammy SSN: XXX-XX-0001 ID: 12877196

Basic | Full | Education | Work History | **Events** | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

Current Events | Past Events

Event Name	Career Center	Date	Time
Career Center Seminar	Northampton Affiliate Career Cent	04/27/2020	09:00 AM
LinkedIn Overview	Northampton Affiliate Career Cent	04/16/2020	09:00 AM

Add Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

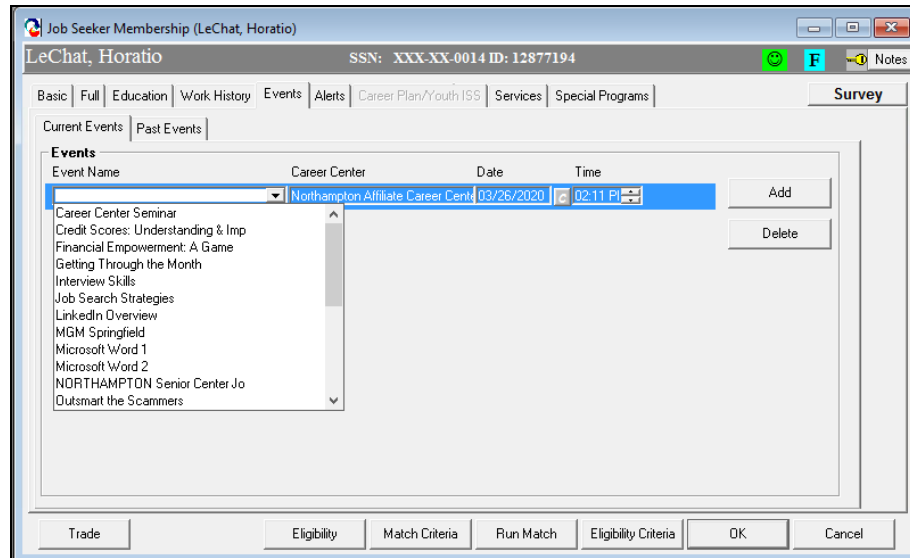


Until attendance is verified, any Events that the job seeker has registered to attend will appear on the **Current Events** tab.
Once attendance is recorded, that Event will appear on the **Past Events** tab.

To Record a Job Seeker's Attendance at an *Unscheduled Event*

1. In the Job Seeker record click on the **Events** tab then click the **Add** button to display a blank row.

From here, you can record the Job Seeker's attendance at an unscheduled Event that you provided.



The screenshot shows a software window titled "Job Seeker Membership (LeChat, Horatio)". The window has a menu bar with options: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The "Events" tab is selected. Below the menu bar, there are two sub-tabs: "Current Events" and "Past Events". The "Current Events" sub-tab is active, showing a table with the following columns: Event Name, Career Center, Date, and Time. The table is currently empty. To the right of the table, there are two buttons: "Add" and "Delete". Below the table, there is a list of event names: Career Center Seminar, Credit Scores: Understanding & Imp, Financial Empowerment: A Game, Getting Through the Month, Interview Skills, Job Search Strategies, LinkedIn Overview, MGM Springfield, Microsoft Word 1, Microsoft Word 2, NORTHAMPTON Senior Center Jo, and Outsmart the Scammers. The "Add" button is highlighted.



You can record a Job Seeker's attendance at an event that occurred today or in the past.

You cannot record attendance that occurs in the future on this window because:

- a) if the event is known, then it is a scheduled event, *and*
- b) you cannot record attendance before the event takes place.

2. Select the Event from the **Event Name** dropdown list.

Job Seeker Membership (LeChat, Horatio)

LeChat, Horatio SSN: XXX-XX-0014 ID: 12877194

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

Current Events | Past Events

Events

Event Name	Career Center	Date	Time
Getting Through the Month	Northampton Affiliate Ca	March 2025	02:11 PM

Buttons: Add, Delete, OK, Cancel

3. Click the **C** icon and select the **Date** that the Job Seeker was provided the Event. (This cannot be a date in the future.)
4. Select the **Time** of the attendance using the up/down arrows.
5. Click the **OK** button and **Yes** button to save changes.
This returns you to the **Job Seeker Search** window.

Alert

Are you sure you want to save changes?

Buttons: Yes, No, Cancel

To View Events that a Job Seeker Has Attended (Both Scheduled and Unscheduled Events)

1. Click **Edit** or double click on the Job Seeker to display the **Job Seeker Membership** window.

Job Seeker Membership (LeChat, Horatio)

LeChat, Horatio SSN: XXX-XX-0014 ID: 12877194

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: [Horatio] Middle Initial: []

Last Name: [LeChat] Sex: [Chose not to answ...]

Date of Birth: [01/01/1985] Military: [] Yes [] No

Release Information?: [] Yes [] No Other Eligible: [] Yes [] No

Ethnicity Hispanic or Latino: [] Yes [] No

Race [] White [] Black or African American [] Asian [] American Indian or Alaskan Native [] Other [] Hawaiian Native or Other Pacific Islander [] Information Not Available

Address

Residence Address: [731 Mouse Terrace]

Country: [United States of America]

Zip: [02110] City: [Boston]

State: [Massachusetts]

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: [] Yes [] No HITG Confidential: [] Yes [] No

Contact

Primary Phone: [] - [] - [] Email: []

Other Phone: [] - [] - []

Web Address: [] ☐ Prefers Emails

Special Accommodations

Programs - Last Reportable Service Date: 03/26/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	[]
Program Eligibility	<input type="checkbox"/>	[]	[]
Career Planning	<input type="checkbox"/>	[]	[]

Worked in agriculture or food processing in the last 12 months? [] Yes [] No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Events** tab.
3. Click the **Past Events** tab to view Events that the Job Seeker has already attended or has not attended.

Job Seeker Membership (LeChat, Horatio)

LeChat, Horatio SSN: XXX-XX-0014 ID: 12877194

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

Current Events | **Past Events**

Events

Event Name	Career Center	Date	Time	Attended
Getting Through the Month	Northampton Affiliate Career Center	03/26/2020	02:11 PM	Yes
Resume Overview	Northampton Affiliate Career Center	03/03/2020	01:00 PM	Yes
Interview Skills	Northampton Affiliate Career Center	02/27/2020	10:15 AM	No

Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

4. Click the **OK** or **Cancel** button to return to the MOSES main menu window.



MOSES displays the events on the **Current Events** sub tab if MOSES has *not yet recorded the attendance* of the Job Seeker at the event, even if the date for this event has passed.
If MOSES has recorded the attendance, the event will be listed on the **Past Events** tab.

The screenshot shows a software window titled "Job Seeker Membership (Test, I. M.)". The window has a menu bar with "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Closed Case Plans/ISS", "Services", "Special Programs", and "Survey". Below the menu bar, there are tabs for "Current Events" and "Past Events". The "Current Events" tab is active, displaying a table with the following data:

Event Name	Career Center	Date	Time	
Peters test event	Hurley/MOSES Unit	01/05/2010	09:00 PM	Add
Friday Test Event	Hurley/MOSES Unit	05/23/2008	05:00 AM	Delete

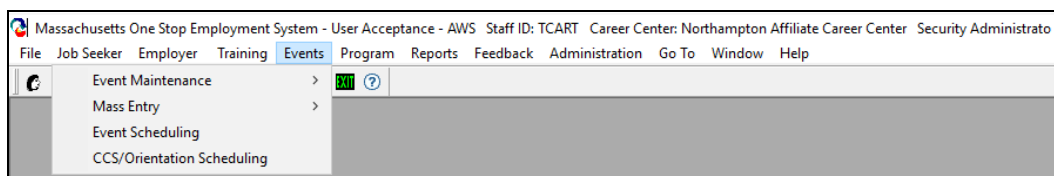
At the bottom of the window, there are buttons for "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

Add a Job Seeker to a Career Center Seminar / Orientation Scheduling event

To schedule a customer for a **Career Center Seminar / Orientation Scheduling** event on the main toolbar go to **Events** and click on the drop menu that reads **CCS / Orientation Scheduling**.

This part of EVENT scheduling is done with a Real Time Scheduling interface.

1. Click **Events** on the MOSES main menu bar and select **CCS / Orientation Scheduling**.



2. The **CCS / Orientation Scheduling - Job Seeker Search** window allows you to search by Job Seeker ID, their last name, or social security number. Select the appropriate radio button.

A screenshot of the 'CCS/Orientation Scheduling - Job Seeker Search' window. The window has a title bar with standard Windows controls. Below the title bar, there is a section titled 'Type of Search' with a 'Search By' label. Under 'Search By', there are three radio buttons: 'Job Seeker ID' (selected), 'Last Name', and 'Social Security Number'. To the right of these radio buttons, there is a text box labeled 'Search Criteria:' and a 'Search' button. Below the search section, there is a 'Search Results' section. It contains a table with the following headers: 'SSN#', 'First Name', 'Last Name', 'Date of Birth', 'Job Seeker ID', and 'Address'. The table is currently empty. At the bottom right of the window, there are three buttons: 'More', 'Select', and 'Close'.



To use the social security number, you must enter all 9 digits.



To search by last name, use any string of letters in the first part of the last name.
Search is not case sensitive.

3. In this case, enter the Job Seeker's Id number.

Click the **Search** button.

CCS/Orientation Scheduling - Job Seeker Search

Type of Search

Search By

☒ Job Seeker ID
☐ Last Name
☐ Social Security Number

Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: 12877193

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address
###-##-0013	Ivana	Werk	01/01/1985	12877193	22 Jobsearch Blvd, Boston

Row 1 of 1



Note in the above example the social security number are redacted with only the last 4 numbers displayed.

The Scheduling Screen Details

4. The **Scheduling** window opens up.

The screenshot shows the 'Scheduling' window for a user named 'Werk, Ivana' with SSN 'XXX-XX-0013' and ID '12877193'. The window title is 'Scheduling'. The main header area displays 'Current Appointment' in red, 'Not Currently Scheduled' in red, and 'CCS Scheduling' in bold. A 'Cancel Appointment' button is visible in the top right. Below this is the 'Notification Details' section with fields for 'Notice Date' (00/00/0000) and 'Attend by' (00/00/0000). The 'Scheduling/Rescheduling' section contains three checkboxes: 'No Good Cause or After Sanction', 'Good Cause - Excused', and 'Exempted' (with a dropdown menu). A 'Comments' text area is to the right. The 'Residence Address' section includes fields for 'Address' (22 Jobsearch Blvd), 'City' (Boston), 'State' (MA), and 'Zip' (02110-). The 'Filter Schedule' section has a 'Origin Zip Code' (02110-), a radio button for 'Career Center (Distance)' (selected), a dropdown for 'Downtown Boston Career Center', a radio button for 'Location', and a dropdown for 'Location'. It also has 'From' and 'To' date pickers (both set to 03/26/2020) and a 'Search' button. The 'Schedule (Select Appointment)' section is a table with columns: 'Schedule Date', 'Schedule Time', 'Career Center', 'Location', 'Distance (Miles)', and 'Participants/ Openings'. A 'More' button is at the bottom right of this section. The 'Service History' section at the bottom has columns: 'Date', 'Staff ID', 'Category', 'Service Result', and 'Career Center'. A 'View' button is at the bottom right of this section. On the far right, there are buttons for 'Schedule Job Seeker' and 'Close'.

The Scheduling Screen has numerous sections, functions and action buttons.

Current Appointment

This field displays the date, time, and location of the Career Center Seminar if the Job Seeker is currently scheduled to attend one.

The “**Cancel Appointment**” button will be active if the job seeker is scheduled.

If the Job seeker does not have an appointment to attend a Career Center Seminar, this section will display “**Not Currently Scheduled**” and the “**Cancel Appointment**” button is inactivated.

Notification Details

This field lists the date or dates of when the Job Seeker was sent written notification that they need to attend a Career Center Seminar or Orientation.

The “**Notice Date:**” box is the mailing date of the initial written notification requiring them to attend.

The “**Attend by:**” box is (if necessary) the date that they must attend the event by.

Residence Address	This field displays the Job Seeker's residence address information. This is from the Basic tab.
Scheduling / Rescheduling Details	This field is inactive to general staff: UI customers that are required to attend one of these events must contact the Department of Unemployment Insurance to discuss.
Filter Schedule	<p>This field allows users to filter the available Career Center Seminars displayed in the Schedule section. This section provides three ways for filtering the schedule (Click Search to refresh the filter).</p> <p>Career Center – The Career Centers listed in the dropdown are ordered by distance from the Job Seekers Zip Code that was entered (starting with the closest Career Center) (on the basic tab).</p> <p>Location – When a user selects a city from this dropdown list, the CCS Schedule will return all available CCS events being held at Career Centers located in the same Service Delivery Area as the selected city (starting with the closest Career Center).</p> <p>From/To Date Range – All available CCS events displayed will occur between the date ranges specified.</p>
Schedule (Select Appointment)	<p>This field displays scheduled Career Center Seminars / Orientations with available openings. For the Criteria selected.</p> <p>In order to schedule a job seeker, select a schedule from this list.</p>
Service History	<p>This field displays a history of all CCS / Orientation services entered for the Job Seeker.</p> <p>To view detailed information about a particular service listed, select the row and click View.</p>

To Schedule a Job Seeker to Attend a Career Center Seminar / Orientation Scheduling event

1. With the **Scheduling** Screen open, in the **Filter Schedule** section, set the date range for the events that you want to look at.

Scheduling
Werk, Ivana | SSN: XXX-XX-0013 ID: 12877193

Current Appointment
Not Currently Scheduled

CCS Scheduling [Cancel Appointment]

Notification Details
Notice Date: 00/00/0000 Attend by: 00/00/0000

Scheduling/Rescheduling
☐ No Good Cause or After Sanction
☐ Good Cause - Excused
☐ Exempted [v]
 Comments:

Residence Address
 Address: 22 Jobsearch Blvd
 City: Boston
 State: MA Zip: 02110-

Filter Schedule
 Origin Zip Code: 02110-
☒ Career Center (Distance)
 Downtown Boston Career Center [v]
☐ Location
 [v]
 From: 03/27/2020 [C] To: 04/27/2020 [C] [Search]
 [Schedule Job Seeker] [Close]

Schedule (Select Appointment)

Schedule Date	Schedule Time	Career Center	Location	Distance (Miles)	Participants/ Openings
<input type="checkbox"/> 03/30/2020	01:00 PM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/> 04/01/2020	09:30 AM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/> 04/02/2020	01:00 PM	Downtown Boston Car	Boston	0	0/25
<input type="checkbox"/> 04/06/2020	01:00 PM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/> 04/08/2020	09:30 AM	Downtown Boston Car	Boston	0	0/30

Row 1 of 13 [More]

Service History

Date	Staff ID	Category	Service Result	Career Center
------	----------	----------	----------------	---------------

[View]

2. Now simply highlight and check the **box** for the seminar that the Job Seeker wishes to attend

Schedule (Select Appointment)

Schedule Date	Schedule Time	Career Center	Location	Distance (Miles)	Participants/ Openings
<input type="checkbox"/> 04/15/2020	09:30 AM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/> 04/16/2020	01:00 PM	Downtown Boston Car	Boston	0	0/25
<input checked="" type="checkbox"/> 04/20/2020	01:00 PM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/> 04/22/2020	09:30 AM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/> 04/23/2020	01:00 PM	Downtown Boston Car	Boston	0	0/25

Row 10 of 13 [More]

State: MA Zip: 02110-

Filter Schedule
 Origin Zip Code: 02110-
☒ Career Center (Distance)
 Downtown Boston Career Center [v]
☐ Location
 [v]
 From: 03/27/2020 [C] To: 04/27/2020 [C] [Search]

- Note that the **Schedule Job Seeker** button is now activated. To register the Job Seeker for that particular event hit the **Schedule Job Seeker** button.

Schedule Job
Seeker

Career Center Seminar

Are you sure you want to Schedule the Job Seeker ?

Yes No



Note the pop up. *Are you sure you want to Schedule the Job Seeker?*
Click **Yes**.

Scheduling

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Current Appointment
Not Currently Scheduled CCS Scheduling Cancel Appointment

Notification Details
Notice Date: 00/00/0000 Attend by: 00/00/0000

Scheduling/Rescheduling
☐ No Good Cause or After Sanction
☐ Good Cause - Excused
☐ Exempted Comments:

Schedule (Select Appointment)

Schedule Date	Schedule Time	Career Center	Location	Distance (Miles)	Participants/ Openings
<input type="checkbox"/>	04/15/2020 09:30 AM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/>	04/16/2020 01:00 PM	Downtown Boston Car	Boston	0	0/25
<input checked="" type="checkbox"/>	04/20/2020 01:00 PM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/>	04/22/2020 09:30 AM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/>	04/23/2020 01:00 PM	Downtown Boston Car	Boston	0	0/25

Row 10 of 13 More

Residence Address
Address: 22 Jobsearch Blvd
City: Boston
State: MA Zip: 02110-

Filter Schedule
Origin Zip Code: 02110-
☒ Career Center (Distance)
 Downtown Boston Career Center
☐ Location

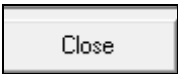
 From: 03/27/2020 C To: 04/27/2020 C Search

Service History

Date	Staff ID	Category	Service Result	Career Center
------	----------	----------	----------------	---------------

View Schedule Job Seeker Close

4. To save the requested seminar date you **must** hit **Close** to complete / save the request.



Scheduling

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Current Appointment
05/20/20 09:30 AM - Downtown Boston Career Center(Boston) **CCS Scheduling** Cancel Appointment

Notification Details
Notice Date: 00/00/0000 Attend by: 00/00/0000

Scheduling/Rescheduling
☐ No Good Cause or After Sanction Comments:
☐ Good Cause - Excused
☐ Exempted

Residence Address
Address: 22 Jobsearch Blvd
City: Boston
State: MA Zip: 02110-

Schedule (Select Appointment)

	Schedule Date	Schedule Time	Career Center	Location	Distance (Miles)	Participants/ Openings
<input type="checkbox"/>	04/06/2020	01:00 PM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/>	04/08/2020	09:30 AM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/>	04/09/2020	01:00 PM	Downtown Boston Car	Boston	0	0/25
<input type="checkbox"/>	04/13/2020	01:00 PM	Downtown Boston Car	Boston	0	0/30
<input type="checkbox"/>	04/15/2020	09:30 AM	Downtown Boston Car	Boston	0	0/30

Row 1 of 40 More

Filter Schedule
Origin Zip Code: 02110-
☒ Career Center (Distance)
Downtown Boston Career Center
☐ Location
From: 04/06/2020 C
To: 07/06/2020 C Search

Service History

Date	Staff ID	Category	Service Result	Career Center
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View Schedule Job Seeker Close



Note that the current appointment field is now filled in with the appropriate scheduling information and that the **Cancel Appointment** button has been activated.

To Cancel or Reschedule a Job Seeker to a Career Center Seminar / Orientation Scheduling event in CCS Scheduling

1. With the **Scheduling** screen open on the appropriate Job Seeker, to cancel or reschedule the individual simply hit the **Cancel Appointment** button.

The screenshot shows the 'Scheduling' window for 'Werk, Ivana' with SSN: XXX-XX-0013 and ID: 12877193. The current appointment is '04/20/20 01:00 PM - Downtown Boston Career Center(Boston)'. A 'Cancel Appointment' button is visible. A 'Notification Details' section shows 'Notice Date: 00/00/0000' and 'Attend by: 00/00/0000'. A 'Scheduling/Reschedule' section has checkboxes for 'No Good Cause', 'Good Cause - E', and 'Exempted'. A 'Schedule (Select)' table lists appointments with checkboxes. A 'Residence Address' section shows 'Address: 22 Jobsearch Blvd', 'City: Boston', 'State: MA', and 'Zip: 02110'. A 'Filter Schedule' section shows 'Origin Zip Code: 02110' and 'Career Center (Distance)' selected. A 'Service History' table is at the bottom. A confirmation pop-up window is open, asking 'Are you sure you want to delete this Job Seeker from this Scheduled Career Center Seminar?' with 'Yes' and 'No' buttons.



Note the pop-up window will ask if you want to delete this Scheduled Career Center Seminar from the system. Simply hit the **Yes** button and the claimant will no longer be scheduled to attend the event.



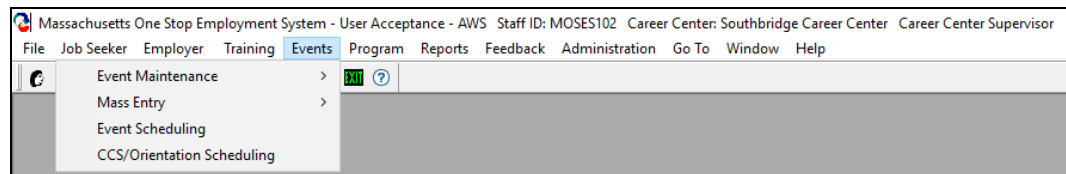
Note: To reschedule the Job Seeker, follow the procedure covered in **To Schedule a Profiled Job Seeker to Attend a Career Center Seminar / Orientation Scheduling** event by highlighting and checking off the box on their new date and time, clicking **Schedule Job Seeker** and then use the **Close** button to save the record. .



SHORT CUT: To cancel and reschedule the Job Seeker, simply check off the **box** of the new date that they wish to attend and click **Schedule Job Seeker**. MOSES will automatically cancel their previous scheduled date and replace it with this new date.

To Schedule a Non-MOSES Registered Job Seeker to Attend a Career Center Seminar / Orientation Scheduling event

1. To schedule a Non-MOSES Registered Job Seeker simply use the regular **Job Seeker Scheduled Events** window.



Job Seeker Scheduled Events

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Career Center Seminar	Conference Room	Southbridge Career Centre	04/13/2020	09:30 AM	0/12
Career Center Seminar	Conference Room	Southbridge Career Centre	04/14/2020	09:30 AM	0/12
Career Center Seminar	Conference Room	Southbridge Career Centre	04/15/2020	01:30 PM	0/12
Career Center Seminar	Conference Room	Southbridge Career Centre	04/16/2020	01:30 PM	0/12
Career Center Seminar		Southbridge Career Centre	04/16/2020	02:00 PM	0/25

Row 1 of 5

Participants Edit Add Event Schedules Delete Close

Search Criteria
 Job Seeker/Employer:
☒ Job Seeker ☐ Employer
 Career Center:
 Southbridge Career Centre
 Events:
 Career Center Seminar
 Selected Date
 Show Selected Week
 Show Selected Month

2. Click **Participants**.

Job Seeker Event Participation Entry

Scheduled Event

Name: Career Center Seminar Facilitator: DBAIL
 Career Center: Southbridge Career Center Co-Facilitator 1:
 Date: 04/13/2020 Time: 09:30 AM Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	RESEA Review Deadline	Scheduled By
---------------------------	------	------------------	------------	-----------	----------	--------------------------	-----------------

Quick Search Add Delete OK Cancel Go to Job Seeker

3. Check off the **Non-MOSES Applicant** Box.

Now all you need to fill out are the **First Name**, **Last Name** and **Phone Number** fields.

Click **OK** and the customer is enrolled in the Event.

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	RESEA Review Deadline	Scheduled By
<input checked="" type="checkbox"/>			Elmer	Fudd	413-626-5301		MOSES101

Quick Search Add Delete OK Cancel Go to Job Seeker



Note that this customer will not have a record of attending this event until their MOSES registration is done and their attendance is added to their record. That can be done by adding them to the event they attended (once they are registered) or on the Event tab in the Job Seeker record.

Browse the Job Bank

Overview

You can look at a list of Job Orders in MOSES without matching to a Job Seeker's particular preferences or skill set.

This is called browsing the Job Bank.

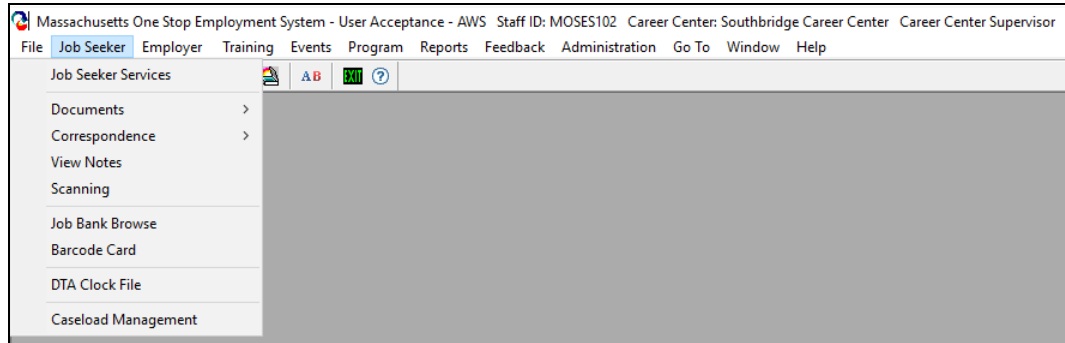
The only *required* information for browsing the Job Bank is *either* a job title or city/town.

This results in a broad list of job orders.

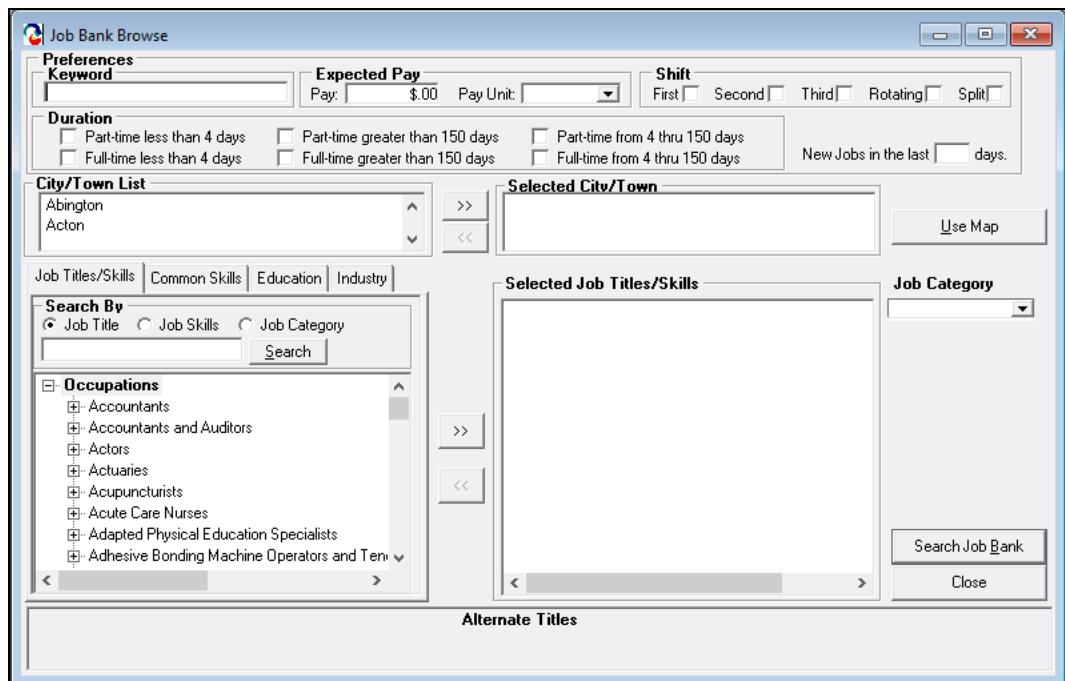
The more preferences you set for your browse, such as Expected Pay, Shift, and Duration, the more targeted or limited the resulting list of Job Orders will be.

To Browse the Job Bank by the City/Town List

1. Click **Job Seeker** on the MOSES main menu bar and select **Job Bank Browse**.



2. To do a broad browse by City/Town, scroll down the **City/Town List** on the **Job Bank Browse** window and select a city(s) or town(s) from the list.



Cities and Towns are listed alphabetically.
From Abington to Yarmouth.

- Click the >> button to move the selection(s) to the **Selected City/Town** box.



To select or deselect the town or zone, either select it and click the appropriate >> or << button, double click on the town or zone, or select it and drag and drop the selection into the appropriate list.

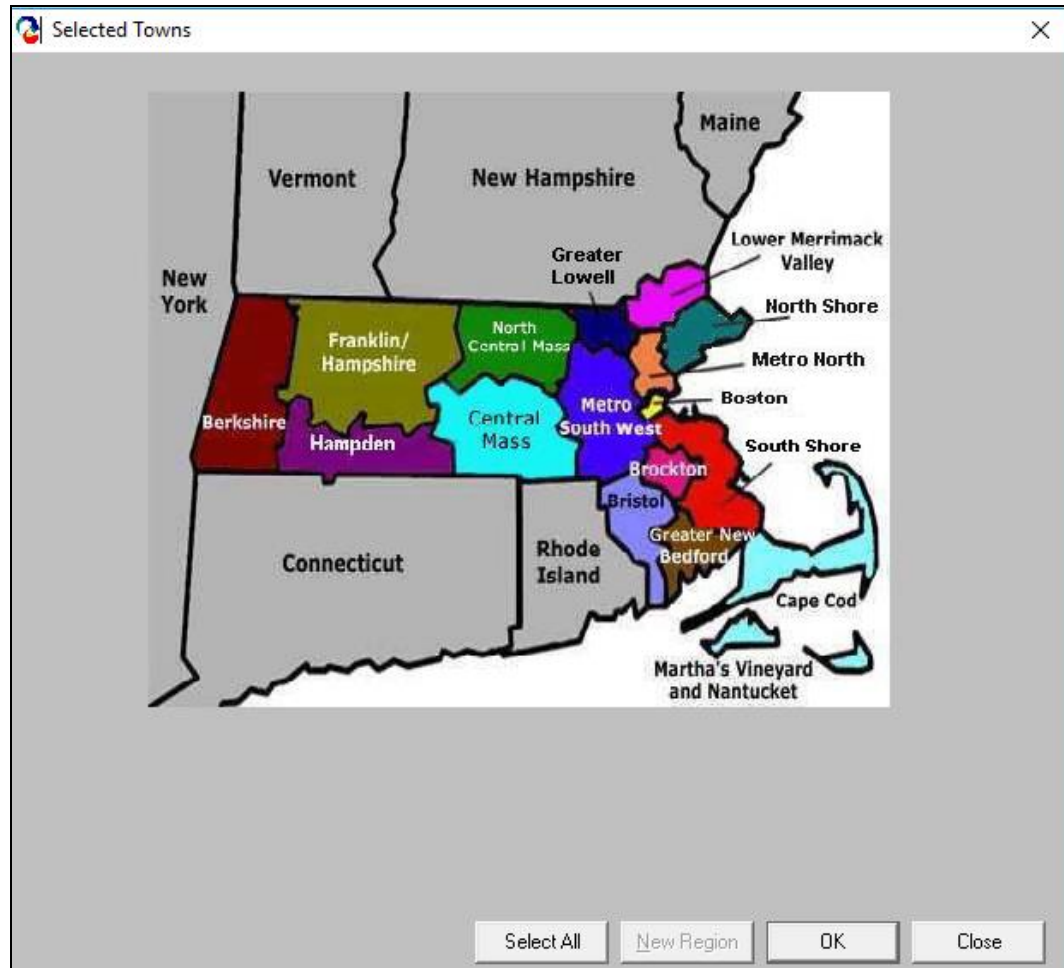


Boston is divided into 19 areas.
In the example: Boston – Allston , Boston – Back Bay, etc....



The **Use Map** button displays a map of Massachusetts split up into 16 geographic areas, along with the five bordering states. This list corresponds with the list in the City/Town List box. This is an alternative way to select the cities and towns where the Job Seeker is willing to work.

Use Map




Detail of one of the 16 area



You can click on the city or town on the map and add it to your list.

The green pyramid indicates that you have selected the town.
To deselect it, click on the city or town.



You can click the **New Region**  button to select a New Region without leaving the **Use Map** window.
Click the **Close** button to return to the **Job Bank Browse** window.

- Click the **Search Job Bank** button on the **Job Bank Browse** window. MOSES displays all of the jobs in the cities and towns selected, regardless of job title.

Search Job Bank

Job Bank Browse Results

Matching Job Orders - 223

Job Order Number	Job Listed	Name	Position	Pay/Year	City	Job Order Type
13126081	02/04/2020	Earl of Sandwich USA	Earl of Sandwich Boston Cor	20,280	Boston	Regular
13126079	02/04/2020	Earl of Sandwich USA	Earl of Sandwich Boston Cor	20,280	Boston	Regular
12993832	12/26/2019	ENCORE Boston HARBOR	Cook 1- Fine Dining		Boston	Regular
13126066	02/04/2020	BOSTON BEER CORP	Kitchen/Line Cook		Boston	Regular
13187072	03/11/2020	Madland Grille	Cook	26,520	Boston	Regular
13121345	01/22/2020	Boston Children's Hospital	Cook		Boston	Regular
13126062	02/04/2020	Boston Children's Hospital	Cook		Boston	Regular
13187078	03/11/2020	ALPHA OMEGA GAMING CAFE	cook	26,520	Boston	Regular
13010141	12/30/2019	Longhorn Steakhouse	Line Cook		Boston	Regular
13126058	02/04/2020	Bay Cove Human Services	Cook-Per Diem		Boston	Regular
13126057	02/04/2020	Lupoli Companies	Pizza Maker		Boston	Regular
13188433	03/17/2020	By Chloe Fenway	Back Of House Team Memt		Boston	Regular
13126055	02/04/2020	Five Star Senior Living Inc.	Cook		Boston	Regular
13126054	02/04/2020	Five Star Senior Living Inc.	Cook		Boston	Regular
13190746	03/17/2020	Marriott International Incorporate	Moonlight Cook - W/		Boston	Regular
13126050	02/04/2020	ENCORE Boston HARBOR	Cook 1- Fine Dining		Boston	Regular
13223075	03/17/2020	Olive Garden	Prep Cook		Dorchester	Regular

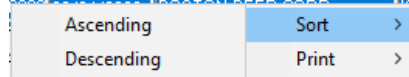
Row 1 of 223


More

Edit View Details Close



If you would like to sort any of the columns by ascending or descending order, simply right click the top cell of the column you would like to sort by, click **Sort** and select **Ascending** or **Descending**




The flag icon  indicates that the Employer who listed that Job Order is a federal contractor.



The key icon  indicates that the Employer has asked a career center to list that Job Order as a Confidential Job Order.

That is that the employer is not identified on the posting and rather that the career center be identified as the contact information. Staff can view who the employer is in MOSES, but job seekers on JobQuest will not see the company name.



The AJB icon  indicates that the Job Order comes from an alternative job bank and has been downloaded into MOSES.

5. Select the Job Order and click the **Edit** button or double click on the Job Order to open to the actual **Job Order** window.

Job Order (13254388) - Cook

Cracker Barrel FEIN: ##-###2904 ID: 1306891

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Cracker Barrel ▶ Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted
 Company Address: 1048 South St Job Location Address: 1048 South St ☐ Confidential
 Company Country: United States of America Created By: MOSES102
 Company City: Boston Job Location Country: United States of America Created Date: 3/27/2020 08:31:
 Company State: MA Zip: 02110 Job Location Zip Code: 02110 Created Office: Southbridge Career Center
 Career Center: Southbridge Career Center Job Location City: Boston WWW Address: crackerbarrel.com
 Assigned To: MOSES102 Job Location State: Massachusetts

Job Description

Job Title: Cook Shift: ☒ First ☐ Second ☐ Third
 Job Category: Regular ☐ Rotating ☐ Split Original Number of Openings: 1
 Job Status: Open FLC Status: None ☐ Per Diem Openings: 1 Openings Filled: 0
 Duration: Full Time greater than 150 Days Close Date: 12/26/2020 Work Hours: From: 00:00 AM To: 00:00 AM
 Hours/Week: 40.0 Referrals Made:

Other

Job Details Typing Speed: (w.p.m) Drivers License: Min Age: Empowerment Zone
 We are looking for a skilled Cook to prepare delicious meals according to menu. You will cook dishes that will delight our customers with their taste and timely delivery.
 Affirmative Action ☐ Enterprise Zone
 Public Transportation ☐ Yes ☐ No ☒ Unknown
 Send to US Jobs ☒ Send ☐ Don't Send

☐ Yes ☒ No Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position?

Employer Run Match OK Cancel

6. Click the **Cancel** button to return to the **Matching Job Orders** window.
7. Click the **Close** button to return to the **Job Bank Browse** window.

Job Bank Browse

Preferences

Keyword: Expected Pay: Pay: \$00 Pay Unit: Shift: First Second Third Rotating Split

Duration: ☐ Part-time less than 4 days ☐ Part-time greater than 150 days ☐ Part-time from 4 thru 150 days ☐ Full-time less than 4 days ☐ Full-time greater than 150 days ☐ Full-time from 4 thru 150 days New Jobs in the last days.

City/Town List: Abington Acton Selected City/Town: Boston - Allston Boston - Back Bay Use Map

Job Titles/Skills Common Skills Education Industry

Search By: ☒ Job Title ☐ Job Skills ☐ Job Category cook Search

Occupations: ☒ Chefs and Head Cooks ☒ Cooks, All Other ☒ Cooks, Fast Food ☒ Cooks, Institution and Cafeteria ☒ Cooks, Private Household ☒ Cooks, Restaurant ☒ Cooks, Short Order ☒ Food Cooking Machine Operators and Tenders

Selected Job Titles/Skills: Chefs and Head Cooks Cooks, Fast Food Cooks, Restaurant Cooks, Short Order

Job Category: Search Job Bank Close

Alternate Titles: Fry Cooks

To Browse the Job Bank Using the Occupation Title and City/Town List

1. Type a job title in the **Search By** box.

For example, if the Job Seeker were looking for a job as a cook, you would type cook in this box.

2. Click the **Search** button. A list of Occupation titles matching your criteria in the **Search By** box is displayed.

The screenshot shows the 'Job Bank Browse' application window. At the top, there are fields for 'Keyword', 'Expected Pay' (Pay: \$0.00, Pay Unit: dropdown), and 'Shift' (First, Second, Third, Rotating, Split). Below these are 'Duration' checkboxes for part-time and full-time durations. A 'City/Town List' on the left shows 'Wellesley' and 'Natick', while the 'Selected City/Town' list on the right shows 'Boston - Allston' and 'Boston - Back Bay'. A 'Use Map' button is next to the selected cities. The 'Search By' section has radio buttons for 'Job Title' (selected), 'Job Skills', and 'Job Category'. The 'Search' button is next to the 'cook' entry in the 'Search By' box. Below this, a list of 'Occupations' is displayed, including 'Chefs and Head Cooks', 'Cooks, All Other', 'Cooks, Fast Food', 'Cooks, Institution and Cafeteria', 'Cooks, Private Household', 'Cooks, Restaurant', 'Cooks, Short Order', and 'Food Cooking Machine Operators and Tenders'. A 'Selected Job Titles/Skills' list is empty. To the right of this list is a 'Job Category' dropdown. At the bottom, there is a 'Search Job Bank' button and a 'Close' button. The 'Alternate Titles' section at the very bottom shows 'Fry Cooks'.



Your choice between searching by the **Job Title** or **Job Skills** or **Job Category** radio buttons determines the type of list displayed in the data window.

For example, using the **Job Title:** cook resulted in a list of different types of cooks.

When you click on the “+” sign or double-click the occupation title, a list of skills associated with that occupation title appears.

The screenshot shows the 'Job Bank Browse' application window. It features a 'Preferences' section at the top with fields for 'Keyword', 'Expected Pay' (Pay: \$00, Pay Unit: dropdown), and 'Shift' (First, Second, Third, Rotating, Split checkboxes). Below this is a 'Duration' section with checkboxes for part-time and full-time durations. The 'City/Town List' section shows 'Wellesley' and 'Natick' in a list, with 'Selected City/Town' showing 'Boston - Allston' and 'Boston - Back Bay'. The 'Search By' section has radio buttons for 'Job Title' (selected), 'Job Skills', and 'Job Category', with a text input containing 'cook' and a 'Search' button. The 'Occupations' list on the left includes 'Chefs and Head Cooks', 'Cooks, All Other', 'Cooks, Fast Food', 'Cooks, Institution and Cafeteria', 'Cooks, Private Household', 'Cooks, Restaurant', 'Cooks, Short Order', and 'Food Cooking Machine Operators and Tenders'. The 'Selected Job Titles/Skills' area is empty. The 'Job Category' dropdown is also empty. At the bottom, there is an 'Alternate Titles' section showing 'Fry Cooks'. Buttons for 'Use Map', 'Search Job Bank', and 'Close' are visible.

This close-up shows the search results for 'Cook, Private Household'. The 'Search By' section is at the top with 'Job Title' selected and 'cook' in the input field. The list of occupations is shown, with 'Cook, Private Household' highlighted. Below this occupation, a list of skills is displayed: 'Clean the kitchen', 'Order groceries and supplies', 'Plan and prepare meals', and 'Serve meals'. Other occupations like 'Cooks, Fast Food', 'Cooks, Institution and Cafeteria', 'Cooks, Restaurant', 'Cooks, Short Order', and 'Food Cooking Machine Operators and Tenders' are also visible in the list.



If you had selected the **Job Skills** radio button and searched using the skill “cook” the resulting list displays a brief description of the skills including those letters / words.

When you click on the “+” sign or double-click the skills selection, a list of occupation titles that may use that skill is displayed.

The screenshot shows the 'Job Bank Browse' window. At the top, there are tabs for 'Job Titles/Skills', 'Common Skills', 'Education', and 'Industry'. The 'Job Titles/Skills' tab is active. Below the tabs, there are search filters: 'Search By' (Job Title, Job Skills, Job Category), 'Keyword' (cook), and 'Search'. The 'Job Skills' radio button is selected. Below the search filters, there is a list of skills under the 'Skills' heading. The skills listed are: Assist Cooks, Clean Kitchen; Clean and prepare various utensils for cooking; Cook Food In A Fast Food Restaurant; Cook Food In Restaurant; Cook In Quantity; Cook To Order A Variety Of Foods Requiring Sh; Operate Cooking Equipment; and Operate Equipment That Mixes, Blends Or Cook. The 'Selected City/Town' list shows 'Boston - Allston' and 'Boston - Back Bay'. The 'Selected Job Titles/Skills' list is empty. The 'Job Category' dropdown is set to 'All'. The 'Expected Pay' field is set to '\$.00'. The 'Shift' dropdown is set to 'First'. The 'Duration' section has checkboxes for 'Part-time less than 4 days', 'Part-time greater than 150 days', 'Part-time from 4 thru 150 days', 'Full-time less than 4 days', 'Full-time greater than 150 days', and 'Full-time from 4 thru 150 days'. The 'New Jobs in the last' field is set to '0' days. The 'City/Town List' shows 'Wellesley' and 'Natick'. The 'Alternate Titles' section is empty.

This screenshot shows a detailed view of the search results for the skill 'cook'. The 'Search By' section shows 'Job Skills' selected and 'cook' entered in the keyword field. The results are displayed in a list with expandable/collapsible icons (+/-). The results are: Food Cooking Machine Operators and Tenc (expanded), Prepare & Cook Family-Style Meals For Institutio (expanded), Preparing & Cooking Breakfast Items (highlighted with a blue box), Cooks, Restaurant (expanded), Cooks, All Other (expanded), Food Preparation and Serving Related Wor (expanded), Preparing & Cooking Entrees (expanded), Preparing & Cooking Fruits, Vegetables & Starch (expanded), and Preparing & Cooking Sandwiches (expanded).

3. Select an Occupation Title and click the >> button to move it to the **Selected Job Titles/Skills** box.



To select or deselect the occupation title or skill, either select it and click the appropriate >> or << button, *double click* on the occupation title or skill, or select it and *drag and drop* the selection into the appropriate list.

4. Click the **Search Job Bank** button.

MOSES displays the Job Orders that match your new search.

Search Job Bank

Job Bank Browse Results

Matching Job Orders - 224

Job Order Number	Job Listed	Name	Position	Pay/Year	City	Job Order Type
13175212	03/10/2020	Aramark	Cook - Univ-Bsr Dining Hall		Boston	Regular
13188881	03/17/2020	Sodexo	Umass Prep Cook		Boston	Regular
1590155	10/06/2012	Olive Garden	Line Cook		Dorchester	Regular
13126052	02/04/2020	ENCORE Boston HARBOR	Asst Chef-Sous Chef		Boston	Regular
13187070	03/11/2020	ALPHA OMEGA GAMING CAFE	cook	26,520	Boston	Regular
13171903	03/10/2020	Alexion Pharmaceuticals	Head Of Belonging		Boston	Regular
13126055	02/04/2020	Five Star Senior Living Inc.	Cook		Boston	Regular
13126056	02/04/2020	Lupoli Companies	Pizza Maker		Boston	Regular
13187072	03/11/2020	Madland Grille	Cook	26,520	Boston	Regular
13172275	03/10/2020	Toro Restaurant	Line Cook		Boston	Regular
12830550	11/08/2019	Boston Children's Hospital	Cook (evening shifts, 11am t		Boston	Regular
13126064	02/04/2020	BOSTON BEER CORP	Kitchen/Line Cook		Boston	Regular
13187074	03/11/2020	Alpha Omega Gaming Cafe Ltd	Cook	26,520	Boston	Regular
12850982	11/13/2019	Bay Cove Human Services	Cook-Per Diem		Boston	Regular
13126071	02/04/2020	99 Restaurant	Line Cooks		Boston	Regular
13191006	03/17/2020	Delaware North Company	Prep Cook, Td Garden		Boston	Regular
13187075	03/11/2020	Madland Grille	Cook	26,520	Boston	Regular

Row 1 of 224

More

Edit View Details Close



You can continue to narrow your search by completing the remaining preference details on the **Job Browse Bank** window.



You can also search by the **Keyword** field (in the Preferences section). When you enter a descriptive word in the **Keyword** field, MOSES searches for those letters in the Job Order, **Job Title** and **Job Description** fields. *For example*, if you type "excel" in the **Keyword** field, the browse will bring up any Job Order that has excel listed in the job description. It would also bring up any Job Order that has excel as part of the job title, such as Excel Spreadsheet Expert, Excel Spreadsheet Guru, etc. It will also bring up any Job Orders that include "excel" as part of a job title or job description, such as "excellent". Or if you type the word "cook", MOSES will bring up any Job Orders with those letters listed in the job duties or job title.

Create or Modify Job Matching Criteria for a Job Seeker

Overview

The **Match Criteria** program is used to match a Job Seeker with a suitable Job Order.

You and/or the Job Seeker enter the **Match Criteria**.

When **Match Criteria** is selected, this window contains two tabs, **Preferences** and **Skill Set**.

Both must be completed to correctly match the Job Seeker with a Job Order.

The information entered on these tabs creates the **Match Criteria**.

From the Job Seeker's perspective, the more skills you can add to the Match Criteria, the greater the chance you have of meeting an employer's requirements.



It is *important* that you record the Job Seeker's highest level of education when completing the Job Seeker information fields on the **Full** tab, **General Information** sub tab, in the **Education** section.

This is because employers often request that job seekers have a minimum/certain level of education.

The job match for a candidate's education is done from the **Full** tab – **General Information** sub tab.

To Enter the Match Criteria for a Job Seeker (Preference Tab)

1. Open a **Job Seeker Membership** record.

This record must have a **Full** Membership.

That is the **Full** tab – **General Information** sub tab , the recommended fields must be filled out.

Job Match must have been selected (check off the **Apply** box) in the **Programs** section on the **Basic** tab.

Both of these items must be completed before you can enter the **Match Criteria**.

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Ivana Middle Initial:

Last Name: Werk Sex: Chose not to answ

Date of Birth: 01/01/1985 Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity ☒ Hispanic or Latino ☐ Yes ☒ No

Race ☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs – Last Reportable Service Date: 03/26/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Incomplete	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input type="checkbox"/>		

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Address

Address: 22 Jobsearch Blvd

Country: United States of America

Zip: 02110 City: Boston

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - Email:

Other Phone: () -

Web Address: ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



Notice that the **Program Status** for **Job Match** shows “Info. Incomplete” if the **Match Criteria** has not been entered or updated. Once the **Match Criteria** have been entered, the Program Status changes to “Info. Complete-On”.

2. Click the **Match Criteria** button on the opened Job Seeker's record. The **Job Seeker Match Criteria** window appears with the **Preference** tab active, which is the MOSES default.

The left side of the window displays the geographic areas that can be used to designate any **Workforce Board + City/Town** preferences. The right side of the window displays the **Availability** tabs (1, 2 and 3), which lets you enter up to three different sets of preferences for the Job Seeker.



You can also access the **Match Criteria** button through the **Job Seeker Search Results** window by selecting a **Job Seeker Membership** with the **F** icon, as long as the **Job Match** program has been previously done.

Match Criteria

- Complete the following required  fields on the **Preference** tab for **Availability 1**.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Workforce Board + City/Town		<p>Select the places where the Job Seeker would like to work.</p> <p>The list is organized by Workforce Boards.</p> <p>Click the + sign or double click on the selection to expand the Workforce Boards to show all the cities and towns in that Workforce Board.</p> <p>Highlight the choices and move them to the right panel.</p> <p>Highlight your choice and click the >> button or and drag and drop the selected cities and towns into the Selected Towns/ Zones box.</p> <p>(Double clicking does not work here because of the tree structure.)</p> <p>Better matches will occur with selected cities or towns.</p>
Zones		<p>In addition to selecting the Workforce Board + City/Town, you can also select the Zone (bordering out-of-state areas) where the Job Seeker is willing to work.</p> <p>Click the >> button or select the Zone and drag and drop the selected zone into the Selected Towns/Zones box.</p>

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Use Map		You can also click the Use Map button to view a map of Massachusetts split up into 16 Workforce Board areas and the five bordering states.
No Geographic Preference		Check this box if the Job Seeker has No Geographic Preference concerning work location. <u>Only</u> click this if the Job Seeker is truly willing to travel any distance or relocate to any place in Massachusetts or the surrounding states for a job. Choosing this option <i>erases</i> any city, town, SDA, or zone previously selected. It also disables the ability to choose any city or town.
Expected Pay	▶	Type the minimum Expected Pay the Job Seeker will accept. Keep in mind the minimum Wage. You will get a pop-up alert if you request positions below the minimum wage.
Pay Unit	▶	Select Pay Unit from the dropdown list.
Duration	▶	Select the Duration (length of employment) that the Job Seeker is willing to work from the check boxes. (The Job Seeker can choose more than one duration but <i>must</i> choose at least one.)
Shift	▶	Select the Shift that the Job Seeker is willing to work from the check boxes. (The Job Seeker can choose any number of shifts but <i>must</i> choose at least one.)
Preference Comment		Type any Comments regarding the Job Seeker's preferences that were not already entered on this window. These comments are for staff use and not used in the Match Criteria.
Confidential	▶	Select: Yes , if the job seeker does not want the employer on JobQuest to see the job seekers name and contact information. No if the job seeker does want the employer on JobQuest to see the job seekers name and contact information.



Although there are three Availability tabs, you are not required to complete all three tabs.

However, in order to continue with this process, you must complete the Availability 1 tab.



Click the **Use Map** button if you prefer an actual map of Massachusetts and its sixteen Workforce Board areas and surrounding zones.

This is one of the easy ways to select the areas where a job seeker is willing to travel for work.



Note the **No Geographic Preference** check box.

For customer that will go *anywhere* you can check the box off and it will give all statewide job listings for the occupation selected.



In the **Workforce Board + City / Town** field the **+** icon in front of the Area if clicked displays all cities and towns in that demographic area alphabetically. This is handy if the customer is only interested in certain cities and towns in their area.



To deselect the town or zone, either select it and click the **<<** button, double click on the town or zone, or select it and drag and drop the selection back into the Workforce Board + City/Town or Zones boxes.



Click on the **Availability 2** and **Availability 3** tabs to enter additional preference sets, if desired.

These could be used if the Job Seeker was willing to work other shifts but would only do so for a higher salary.

Another example is if the Job Seeker was willing to work in a geographic location that is different from the location(s) listed in the **Availability 1** tab, but at a different salary.

Clear All



You can click the **Clear All** button to clear all the information that you entered.

The **Clear All** button is only available on the **Availability 2** and **Availability 3** tabs.

To Enter the Match Criteria for a Job Seeker (Skill Set Tab)

1. Click the **Skill Set tab.**

The **Skill Set** tab on the **Job Seeker's Programs** window has five sub tabs: **Job Title**, **Skills**, **Common**, **Industry** and **Summary**.
MOSES defaults to the **Job Title** sub tab.

These tabs are used to set up the **Match Criteria** for the Job Seeker's **Skill Set**.



Note that the window is no longer focused on geographic preferences or pay, duration and shift preferences.
The focus is now on selecting the Job Seeker's information pertaining to Job Title and Skills.

2. MOSES defaults to the **Job Title** tab.

3. Under **Job Title** enter the job that you are looking for.

Job Seeker Match Criteria (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Preference Skill Set

Job Title Skills Common Industry Summary

Search By

☒ Job Title ☐ Job Skills ☐ Job Category

cook Search

Occupations

- + Chefs and Head Cooks
- + Cooks, All Other
- + Cooks, Fast Food
- + Cooks, Institution and Cafeteria
- + Cooks, Private Household
- + Cooks, Restaurant
- + Cooks, Short Order
- + Food Cooking Machine Operators and Tenders

>>

<<

Selected Job Titles

Alternate Titles

Run Match OK Cancel



Your choice between searching by the **Job Title** or **Job Skills** radio buttons determines the type of list displayed in the Search By box.

For example, a **Job Title** search using the word “cook” resulted in occupations with that word in their occupation title.

When you click on the “+” sign or double-click on the occupation title, a list of skills associated with that occupation appears.

If you had selected the **Job Skills** radio button and searched using the skill, cook, the resulting list displays the skills that have the letters “cook” in the skill description. When you click on the “+” sign or double-click the selection, a list of occupations associated with that skill is displayed.

4. Select a **Job Title** from the list.
5. Click the >> button to move the Job Title to the **Selected Job Titles** box or drag and drop the selection into the box.

Job Seeker Match Criteria (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Preference Skill Set

Job Title Skills Common Industry Summary

Search By

☒ Job Title ☐ Job Skills ☐ Job Category

cook Search

Occupations

- ☒ Chefs and Head Cooks
- ☐ Cooks, All Other
- ☐ Cooks, Fast Food
- ☐ Cooks, Institution and Cafeteria
- ☐ Cooks, Private Household
- ☐ Cooks, Restaurant
- ☐ Cooks, Short Order
- ☐ Food Cooking Machine Operators and Tenders

>>

<<

Selected Job Titles

Alternate Titles

Dinner Cooks

Run Match OK Cancel



To deselect an occupation, select that occupation from the **Selected Job Titles** box and click the << button, double click on the occupation, or select the occupation and drag and drop the selection into the **Search By** box.

6. Click the >> button to move the Job Title to the **Selected Job Titles** box or drag and drop the selection into the box.
7. Please note that you can ONLY move Job Titles over to the **Selected Job Titles** box.

Job Seeker Match Criteria (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Preference Skill Set

Job Title Skills Common Industry Summary

Search By

☒ Job Title ☐ Job Skills ☐ Job Category

cook Search

Occupations

- ☒ Chefs and Head Cooks
- ☒ Cooks, All Other
- ☒ Cooks, Fast Food
- ☒ Cooks, Institution and Cafeteria
- ☒ Cooks, Private Household
- ☒ Cooks, Restaurant
- ☒ Cooks, Short Order
- ☒ Food Cooking Machine Operators and Tenders

>>

<<

Selected Job Titles

- Chefs and Head Cooks
- Cooks, Fast Food
- Cooks, Restaurant
- Cooks, Short Order

Alternate Titles

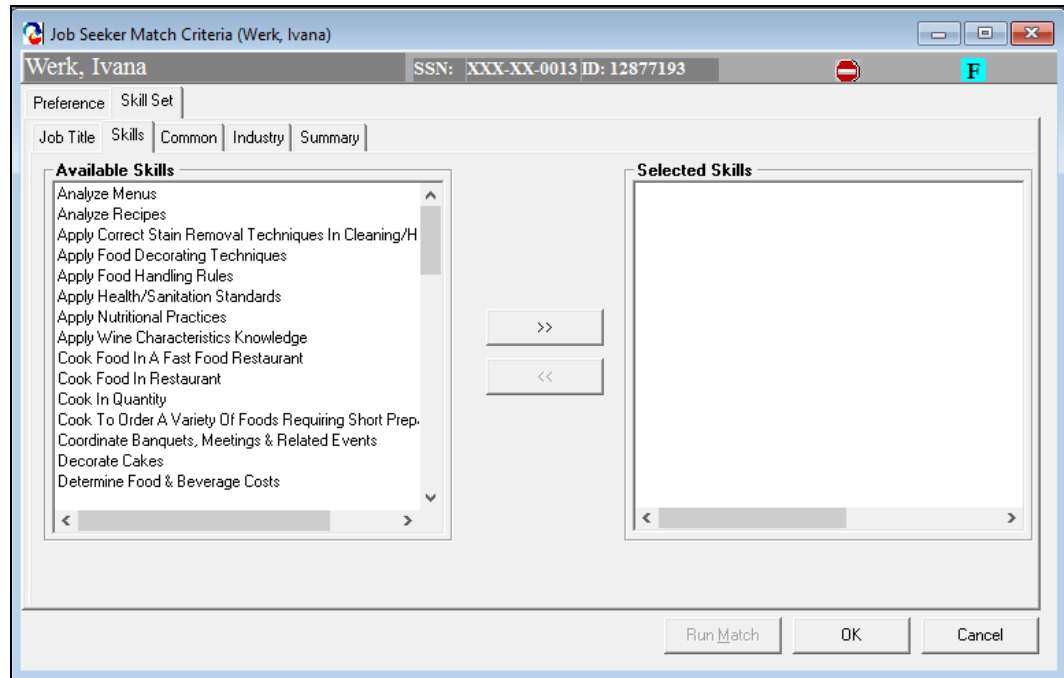
Fry Cooks

Run Match OK Cancel

8. Click the **Skills** sub tab.

The **Available Skills** data window displays the skills associated with the Job Title(s) chosen on the **Job Title** tab.

In this example, the skills associated with the occupation “*Chefs and Head Cooks and Cooks*” are displayed.



9. Select all the skills that apply to the Job Seeker and click the >> button to move each skill to the **Selected Skills** box.



Job Match may be more successful when skills are selected for the Job Seeker.

Job Seekers will receive a higher ranking if their listed skills match the skills listed by the Employer on the Job Order.

This means they will appear near the top of the match results.



Remember you can use Microsoft tools like holding the **Shift** key down and selecting two skills, everything in-between these skills will be selected.

Or using the **CTRL** key, hold it down, this allows you to click on and select the specific skills you want.

10. Click the **Common** sub tab.

Notice that there are two additional sub tabs associated with the **Common** sub tab: **Computer Skills** and **Languages**.

Job Seeker Match Criteria (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Preference Skill Set

Job Title Skills Common Industry Summary

Computer skills Languages

Use Accounting Software (e.g. Peachtree, Quickbooks)
Use Apple/Macintosh Computers
Use Data Entry Terminal (e.g. SVT, Mainframe Compute
Use Database Software (e.g. Oracle, Access)
Use Desktop Publishing Software (e.g. Pagemaker)
Use E-Mail Software (e.g. Outlook)
Use Graphics/Drawing Software (e.g. Photoshop)
Use Internet Browser (e.g. Netscape, Internet Explorer)
Use Networking/LAN Software (e.g. Novell, Windows/1
Use Peripheral Devices (e.g. Scanners, Printers, Tape C
Use Personal Computers

>>
<<

Selected Common Skills

Run Match OK Cancel

11. Select the **Computer skills** that apply to the Job Seeker and click the >> button to move each skill to the **Selected Common Skills** box.



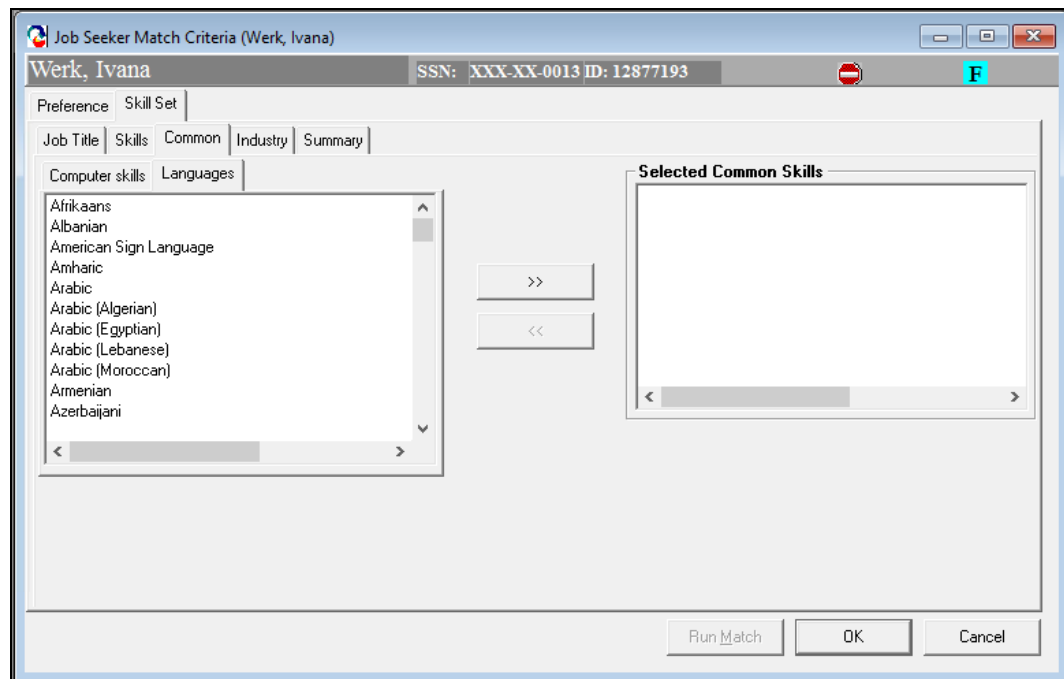
Skills listed on the Computer skills sub tab are generic.

The specific program names and equipment lists are *examples* only.

Enter the details of the Job Seeker's exact computer hardware and software skills in the **Work Experience** and **Education** tabs.

You can also list them in the **Other Skills** note box on the **Summary** sub tab for **Match Criteria**.

12. Select the **Languages** sub tab.



13. Select the languages that the Job Seeker speaks and click the >> button to move each skill to the **Selected Common Skills** box.

Now the **Selected Common Skills** box includes **Computer Skills** and **Languages**.



MOSES assumes English as a viable language for all Job Seekers when running the match.

If an Employer requires any language *other* than English **and** lists it on the **Mandatory Skills** tab of the Job Order, **only** Job Seekers *with* that language skill listed will be matched.



If an Employer requires any *specific* education level **and** lists it on the **Mandatory Skills** tab of the Job Order, **only** Job Seekers that meet or exceed that education level will be matched.

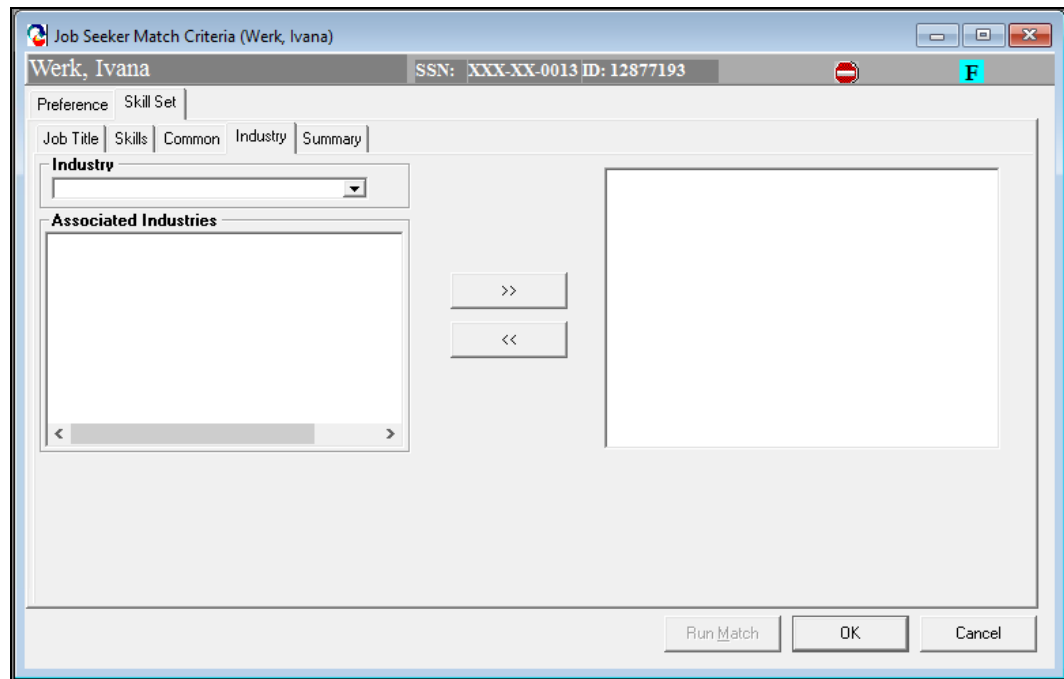
The education level comes from the Job Seeker Membership - **Full** tab.



If an Employer requires a **minimum age**, in accordance with state and federal laws, **and** lists it on the **Job Specifications** tab of the **Job Order**, **only** Job Seekers with that *meet* or *exceed* that age will be matched.

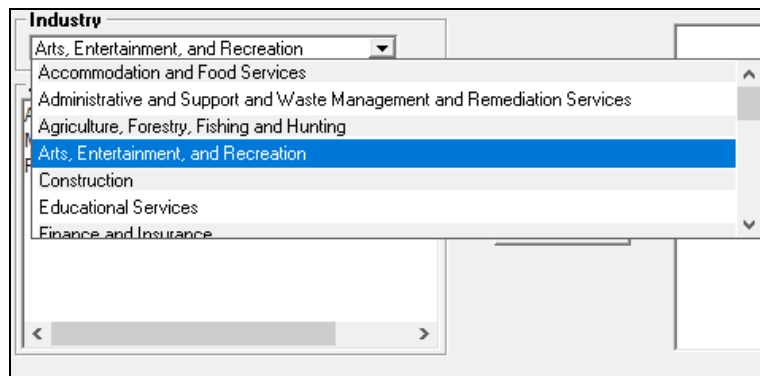
This comes from the **date of birth** entry on the Job Seeker Membership **Basic** tab.

14. Click the **Industry** sub tab.



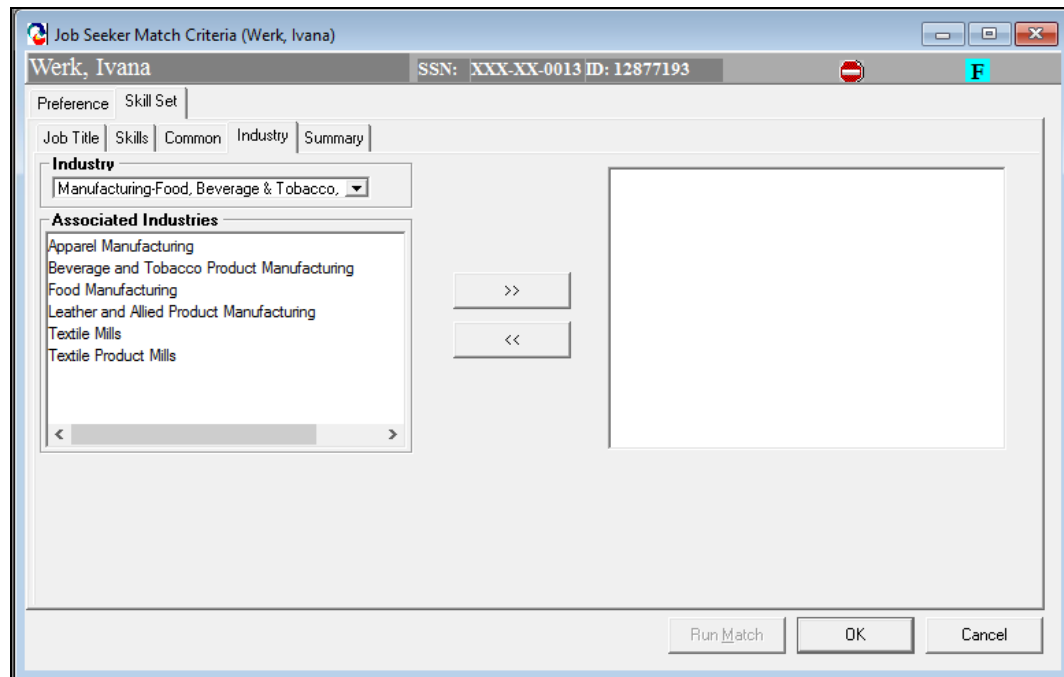
15. Click on the drop-down arrow in the **Industry** group box and select an industry.

Note the choices in the **Associated Industries** area.



16. Highlight the **Associated Industries** where you want to work and move it to the box on the right of the screen by clicking the >> button to move each associated industry to the right. You can also drag and drop or double click on your selection.

This is an optional sub tab.



The choices on the **Industry** drop down list are equivalent to the **NAICS Sector**.

The choices in the **Associated Industries** group box are equivalent to the **NAICS Subsector** for the broad industry group chosen.

[NAICS = North American Industry Classification System]

This is helpful for those customers who would like to work in a specific industry, like hospitals.

17. Continue this process until all the **Associated Industries** where the Customer wants to work are listed to the right.

This is an optional sub tab.

Job Seeker Match Criteria (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Preference Skill Set

Job Title Skills Common Industry Summary

Industry

Arts, Entertainment, and Recreation

Associated Industries

Museums, Historical Sites, and Similar Institutions

>>

<<

Performing Arts, Spectator Sports, and Related Industries
Amusement, Gambling, and Recreation Industries

Run Match OK Cancel

18. Click the **Summary** sub tab.

Job Seeker Match Criteria (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Preference Skill Set

Job Title Skills Common Industry Summary

Selected Job Titles

Description	Certified	Mths.	Exp.	Match
Chefs and Head Cooks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cooks, Fast Food	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cooks, Restaurant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Selected Skills

Description
Apply Correct Stain Removal Techniques In Cleaning/Housekeeping
Apply Wine Characteristics Knowledge
Decorate Cakes

General Skills

Typing Speed (w.p.m.): ☐ Drivers License:

Other Skills

Run Match OK Cancel

19. Complete the following **Selected Job Titles information.**

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Description		Moses pre-fills this with the selected Job Title.
Certified		Check this box if the Job Seeker has a national, state certification, license or registration in that occupation.
Mths. Exp. (Months Experience)		Enter the Job Seeker's months of experience. <i>This can assist in better referrals to jobs.</i>
Match		Keep this box Checked if the Job Title should be used in the Job Match.



Make sure you enter the *months of experience* on the **Summary** sub tab. This helps the Job Seeker match to the Job Order if the Employer required a minimum number of months of experience. Listing the number of months may improve a Job Seeker's probability of matching the Job Orders.

20. Scroll through the list in the **Selected Skills** box to review the skills that the Job Seeker selected.

Selected Skills

Description

Apply Correct Stain Removal Techniques In Cleaning/Housekeeping

Apply Wine Characteristics Knowledge

Decorate Cakes

21. Complete the following **General Skills** information, if applicable.

General Skills

Typing Speed (w.p.m.):

65

Drivers License:

Regular (Class D)

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Typing Speed (w.p.m.)		Type the Job Seeker's word per minute (w.p.m.) typing speed.
Driver's License		Select the type of Driver's License from the dropdown list.

22. Type in any other skills in the **Other Skills** box that the Job Seeker has.

Other Skills

For example:

Other Skills

Can create Balloon animals / art; chewing gum wrapper chains, gimp key fobs, and do card tricks.

23. Click the **OK** button and **Yes** button to save the changes.

The **Job Seeker Basic** tab window reappears.

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Ivana Middle Initial: ☐
Last Name: Werk Sex: Chose not to answ
Date of Birth: 01/01/1985 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☒ Yes ☐ No
Race
☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs - Last Reportable Service Date: 03/26/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input type="checkbox"/>		

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Address

Residence Address Mailing Address
Address: 22 Jobsearch Blvd
Country: United States of America
Zip: 02110 City: Boston
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - Email:
Other Phone: () -
Web Address: ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

24. The Job Seeker membership now has an icon.

This indicates that the Job Seeker is qualified for Job Matching.

Note the **Program Status** is **Info. Complete – On** .

Run Job Matching for a Job Seeker

Overview

You can match a qualified Job Seeker with an open Job Order by running a job match in MOSES.

Job matching finds all open Job Orders in MOSES that match the Job Seeker's Match Criteria.

To qualify for Job Matching, the Job Seeker must meet the following:

- (1) register as a **Full** member,
- (2) choose to participate in the **Job Match Program**, and
- (3) complete the **Match Criteria**.

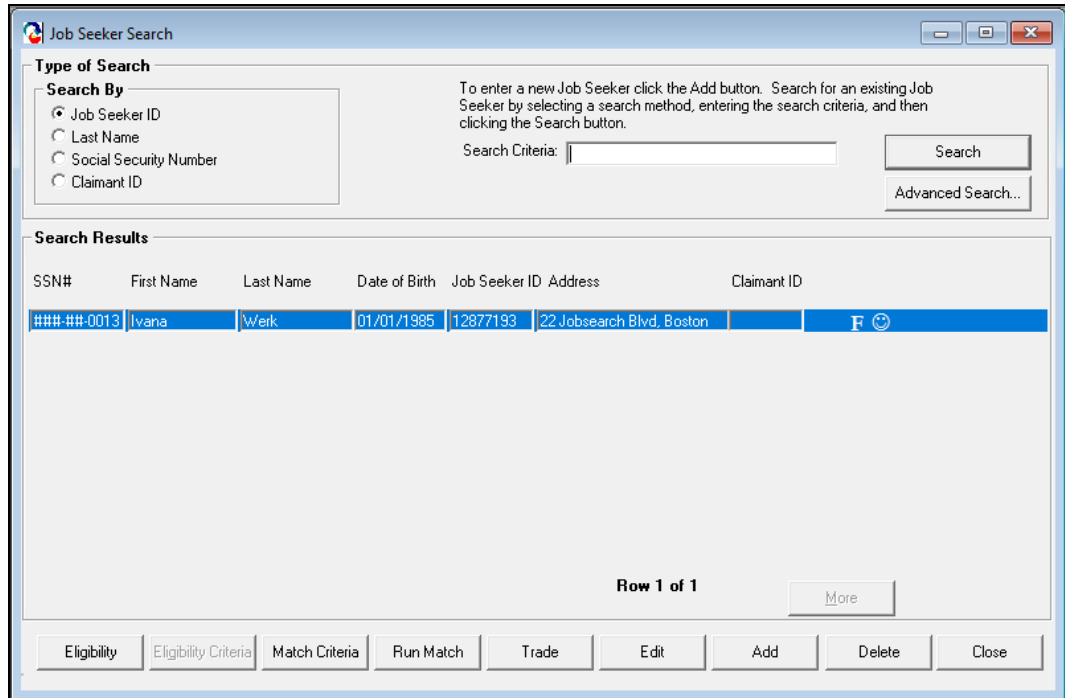
When the Job Seeker is registered and is qualified for Job Matching, an



icon appears on his/her membership.

To Match a Job Seeker with Matching Job Orders

1. Select the Job Seeker's name in the **Search Results** window.



The screenshot shows a window titled "Job Seeker Search". It has a "Type of Search" section with radio buttons for "Job Seeker ID" (selected), "Last Name", "Social Security Number", and "Claimant ID". To the right, there is a text box for "Search Criteria:" and buttons for "Search" and "Advanced Search...". Below this is a "Search Results" section containing a table with the following data:

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-0013	Ivana	Werk	01/01/1985	12877193	22 Jobsearch Blvd, Boston	F ☺

Below the table, it says "Row 1 of 1" and a "More" button. At the bottom of the window are several buttons: "Eligibility", "Eligibility Criteria", "Match Criteria", "Run Match", "Trade", "Edit", "Add", "Delete", and "Close".



If there are any **Missing Field** alerts, the **Run Match** button will be disabled (*grayed out*) until you resolve the alerts.

2. Click the **Run Match** button to initiate the match.

3. A “**Filter Criteria**” box will appear that can be used to limit search results to a *specific industry* or to *how recently* a job order was created or modified.

The screenshot shows a window titled "Massachusetts One Stop Employment System" with a close button (X) in the top right corner. The window contains several sections: "Industry" with a dropdown menu, "Associated Industries" with a large empty list box, "Filter Criteria" with a dropdown menu, and "Match Filtering Criteria" with a large empty list box. Between the "Associated Industries" and "Match Filtering Criteria" boxes are two buttons: ">>" and "<<". A note in blue text states: "Note: Changes made here will not affect the Jobseeker's saved match criteria." An "OK" button is located in the bottom right corner.

4. You can select a specific industry from the **Industry** drop down box. Once you have selected an industry, you can add it, or any associated industries to the **Matching Filter Criteria** field, by highlighting your selection(s) and clicking the >> button.

This screenshot shows the same "Massachusetts One Stop Employment System" window, but with the "Industry" dropdown menu set to "Arts, Entertainment, and Recreation". The "Associated Industries" list box now contains three items: "Amusement, Gambling, and Recreation Industries", "Museums, Historical Sites, and Similar Institutions", and "Performing Arts, Spectator Sports, and Related Industries". The ">>" button is positioned to the right of this list. The "Match Filtering Criteria" list box remains empty. The note and "OK" button are still present in the bottom right corner.

5. Click the **Filter Criteria** drop down box.

Here you can choose to retrieve job matches from **all** open job orders, or job orders created or modified within the last **7**, **15**, or **30** days.

6. Click on the **OK** button to run the match.



If no **Filter Criteria**, time frame, is selected, MOSES defaults to all open jobs in the selected criteria.



If **Associated Industries** were selected in the saved **Match Criteria**, you can delete these from your list. This will not affect the saved **Match Criteria**.



If **no Associated Industries** were selected in the saved **Match Criteria**, you can add these to your list. This will not affect the saved **Match Criteria**.

7. Any Job Orders that match the Job Seeker's **Match Criteria** appear in the **Match Results for Job Seeker** window.

Job Order No	Company	Position	Pay/Year Dist	Action	Results	City	Job Order Category	M. Ratio	D. Ratio
13223075	Olive Garden	Prep Cook		3 Pending	Pending	Dorchester	Regular	0/0	0/0
1590155	Olive Garden	Line Cook		3 Pending	Pending	Dorchester	Regular	0/0	0/0
13126062	Boston Children's Hosp	Cook		2 Pending	Pending	Boston	Regular	0/0	0/0
13121345	Boston Children's Hosp	Cook		2 Pending	Pending	Boston	Regular	0/0	0/0
12830550	Boston Children's Hosp	Cook (evening s		2 Pending	Pending	Boston	Regular	0/0	0/0
13187082	Alpha Omega Gaming	Cook	26,520	1 Pending	Pending	Boston	Regular	2/7	3/7
13187080	Madland Grille	Cook	26,520	1 Pending	Pending	Boston	Regular	2/2	2/5
13187079	Alpha Omega Gaming	Cook	26,520	1 Pending	Pending	Boston	Regular	2/7	3/7
13187078	ALPHA OMEGA GAM	cook	26,520	1 Pending	Pending	Boston	Regular	0/0	0/6
13187075	Madland Grille	Cook	26,520	1 Pending	Pending	Boston	Regular	2/2	2/5
13187074	Alpha Omega Gaming	Cook	26,520	1 Pending	Pending	Boston	Regular	2/7	3/7
13187073	Alpha Omega Gaming	Cook	26,520	1 Pending	Pending	Boston	Regular	2/7	3/7
13187072	Madland Grille	Cook	26,520	1 Pending	Pending	Boston	Regular	2/2	2/5
13187070	ALPHA OMEGA GAM	cook	26,520	1 Pending	Pending	Boston	Regular	0/0	0/6
13126058	Bay Cove Human Ser	Cook-Per Diem		1 Pending	Pending	Boston	Regular	0/0	0/0
13126055	Five Star Senior Living	Cook		1 Pending	Pending	Boston	Regular	0/0	0/0

M. Ratio --> Mandatory Ratio / D. Ratio --> Desired Ratio

* Filtering Job Orders by date created and/or Industry may alter the results you see.

More More Matches Fewer Matches

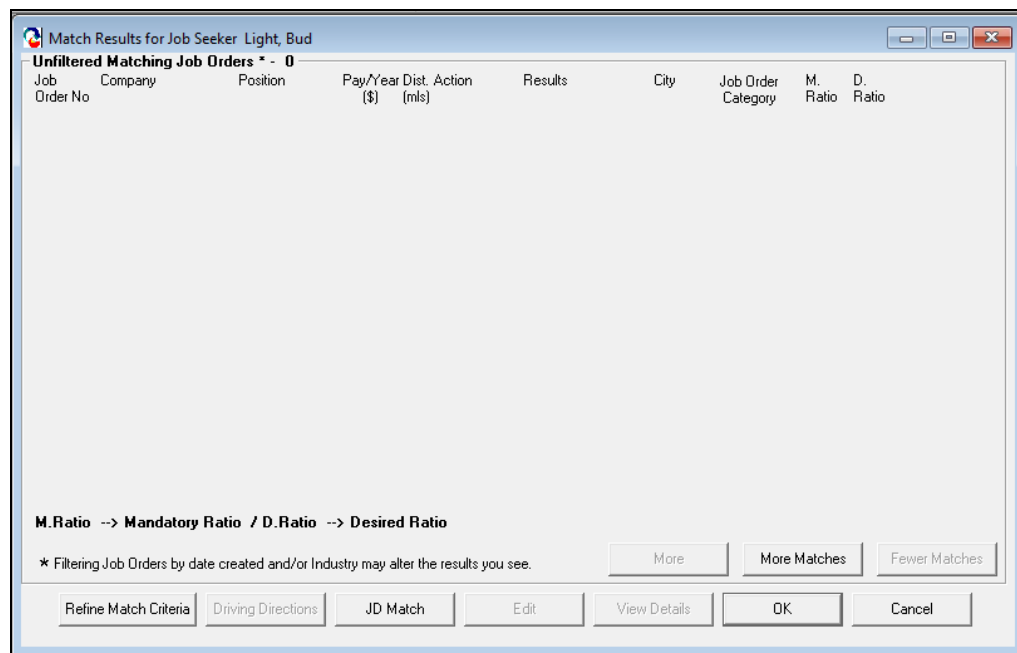
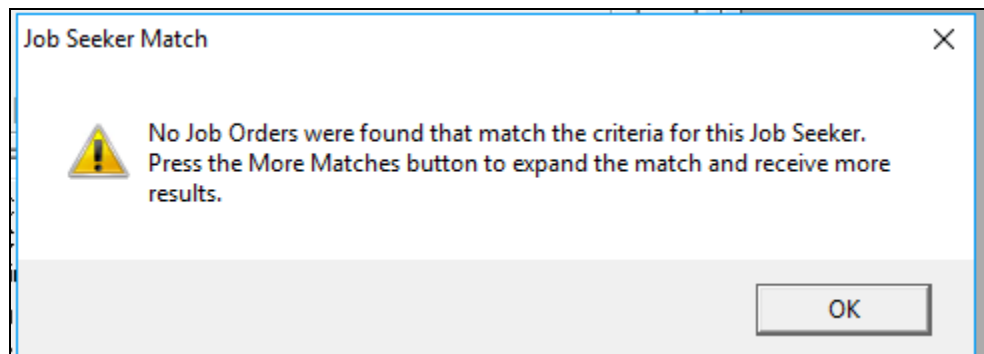
Refine Match Criteria Driving Directions JD Match Edit View Details OK Cancel



If there are *no job matches* for the Job Seeker, a pop-up message box appears indicating that there are no job matches. You should review the **match criteria** to see if there are additional items that can be added.

You can do this by adding **Job Titles** from the same **Job Title** family / Cluster, expanding the **Job Seeker's skills** to include skills other than those associated with the **Job Title**, or expanding the Job Seeker's preferences regarding **pay, shift, location**.

(In addition, ensure that the **months of experience** are completed on the **summary tab**, etc.)



If there are no job matches for the Job Seeker, a pop-up message box appears indicating that there are no job matches. You should review the **match criteria** to see if you should delete / remove some of the match criteria.

Some criteria like **languages** can reduce a list of jobs to none. So rather than expand the criteria reduce it and create a larger and more expansive search.



If there are no job matches for the Job Seeker, a pop-up message box appears indicating that there are no job matches. Click on the **More Matches** button. This expands the search criteria.

If too many matches appear for the Job Seeker, click on the **Fewer Matches** button to tighten the match criteria.

Keep in mind the **More Matches** button expands the *demographic area* and *job title cluster*.

So, for example, if you were just looking for Chef / Head cook a **More Matches** would add all the type of Cooks to the list. A city or town would become a Workforce board area.

Match Results for Job Seeker Light, Bud

Unfiltered Matching Job Orders * - 10

Job Order No	Company	Position	Pay/Year (\$)	Dist. (mils)	Action	Results	City	Job Order Category	M. Ratio	D. Ratio	
13068295	Holdgates Island Laur	laundry workers	30,514	33	Pending	Pending	Nantucket	ALC - Non-Agt	0/0	0/0	
13154637	Thernewstribune Com	After-School Grc		15	Pending	Pending	Barnstable	Regular	0/0	0/0	RTB
13204740	Campbell Soup Comp	Package Machi		12	Pending	Pending	Hyannis	Regular	0/0	0/0	RTB
13245155	unifirst	Production Empl		21	Pending	Pending	Sandwich	Regular	0/0	0/0	RTB
13214471	Hydroid	Electromechanic		26	Pending	Pending	Pocasset	Regular	0/0	0/0	RTB
13101918	Teledyne Marine Syst	Production Tech		27	Pending	Pending	North Falmouth	Regular	0/0	0/0	RTB
13101917	Teledyne Marine Syst	Production Tech		27	Pending	Pending	North Falmouth	Regular	0/0	0/0	RTB
13247382	Life Fitness	Strength - Assen		30	Pending	Pending	Falmouth	Regular	0/0	0/0	RTB
13094108	Woods Hole Oceanog	Able Body Sear		30	Pending	Pending	Woods Hole	Regular	0/0	0/0	RTB
13168623	Behind The Bookstore	Baker		33	Pending	Pending	Edgartown	Regular	0/0	0/0	RTB

M.Ratio --> Mandatory Ratio / D.Ratio --> Desired Ratio

Row 1 of 10

* Filtering Job Orders by date created and/or Industry may alter the results you see.

More More Matches Fewer Matches

Refine Match Criteria Driving Directions JD Match Edit View Details OK Cancel

Match Results for Job Seeker Werk

Unfiltered Matching Job Orders * - 39

Job Order No	Company	Position	Pay/Year (\$)	Dist. (mils)	Action	Results	City	Job Order Category	M. Ratio	D. Ratio
13223075	Olive Garden	Prep Cook		3	Pending	Pending	Dorchester	Regular	0/0	0/0
1590155	Olive Garden	Line Cook		3	Pending	Pending	Dorchester	Regular	0/0	0/0
13126062	Boston Children's Hos	Cook		2	Pending	Pending	Boston	Regular	0/0	0/0
13121345	Boston Children's Hos	Cook		2	Pending	Pending	Boston	Regular	0/0	0/0
12830550	Boston Children's Hos	Cook (evening s		2	Pending	Pending	Boston	Regular	0/0	0/0
13187082	Alpha Omega Gaming	Cook	26,520	1	Pending	Pending	Boston	Regular	2/7	3/7
13187080	Madland Grille	Cook	26,520	1	Pending	Pending	Boston	Regular	2/2	2/5
13187073	Alpha Omega Gaming	Cook	26,520	1	Pending	Pending	Boston	Regular	2/7	3/7
13187078	ALPHA OMEGA GAM	cook	26,520	1	Pending	Pending	Boston	Regular	0/0	0/6
13187075	Madland Grille	Cook	26,520	1	Pending	Pending	Boston	Regular	2/2	2/5
13187074	Alpha Omega Gaming	Cook	26,520	1	Pending	Pending	Boston	Regular	2/7	3/7
13187073	Alpha Omega Gaming	Cook	26,520	1	Pending	Pending	Boston	Regular	2/7	3/7
13187072	Madland Grille	Cook	26,520	1	Pending	Pending	Boston	Regular	2/2	2/5
13187070	ALPHA OMEGA GAM	cook	26,520	1	Pending	Pending	Boston	Regular	0/0	0/6
13126058	Bay Cove Human Ser	Cook-Per Diem		1	Pending	Pending	Boston	Regular	0/0	0/0
13126055	Five Star Senior Living	Cook		1	Pending	Pending	Boston	Regular	0/0	0/0

M. Ratio --> Mandatory Ratio / D. Ratio --> Desired Ratio

Row 25 of 39

* Filtering Job Orders by date created and/or Industry may alter the results you see.

More More Matches Fewer Matches

Refine Match Criteria Driving Directions JD Match Edit View Details OK Cancel

8. Select the Job Order you want to use.

9. To view the actual Job Order in the **Match Results for Job Seeker** window, double click on the Job Order, or select it and click on the **Edit** button.

Job Order (13187074) - Cook

Alpha Omega Gaming Cafe Ltd FEIN: ##3006 ID: 1641689

Job Specification Pay Specification Referral Information Skill Set Selected Job Seekers Job Order History

Company Name: Alpha Omega Gaming Cafe Ltd Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted

Company Address: 150 Hancock Street Job Location Address: 150 Hancock Street ☐ Confidential

Company Country: United States of America Job Location Country: United States of America Created By: TCART

Company City: Boston Job Location City: Boston Created Date: 3/11/2020 13:50

Company State: MA Zip: 02114 Job Location Zip Code: 02114 Created Office: Northampton Affiliate Career Cer

Career Center: Northampton Affiliate Career Cer Job Location State: Massachusetts

Assigned To: TCART

Job Description

Job Title: Cook Shift: ☒ First ☐ Second ☐ Third

Job Category: Regular ☐ Rotating ☐ Split

Job Status: Open FLC Status: ☐ None ☐ Per Diem

Duration: Full Time greater than 150 Days Close Date: 04/10/2020

Original Number of Openings: 1

Openings: 1 Openings Filled: 0

Referrals Made: 0

Work Hours: From: 09:00 AM To: 05:00 PM

Hours/Week: 40.0

Other

Job Details Typing Speed: 65 (w.p.m) Drivers License: Regular (Class C) Min Age: Empowerment Zone

Must be able to cook grilled cheeses, hot dogs and hamburgers for sweaty nerds Condiment experience a must. Fries and chicken nugget knowledge required. ☐ Affirmative Action ☐ Enterprise Zone

☐ Yes ☒ No Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position? ☐ Yes ☒ No ☐ Unknown

Expand Detail Send to US Jobs ☐ Send ☒ Don't Send

Employer Run Match OK Cancel



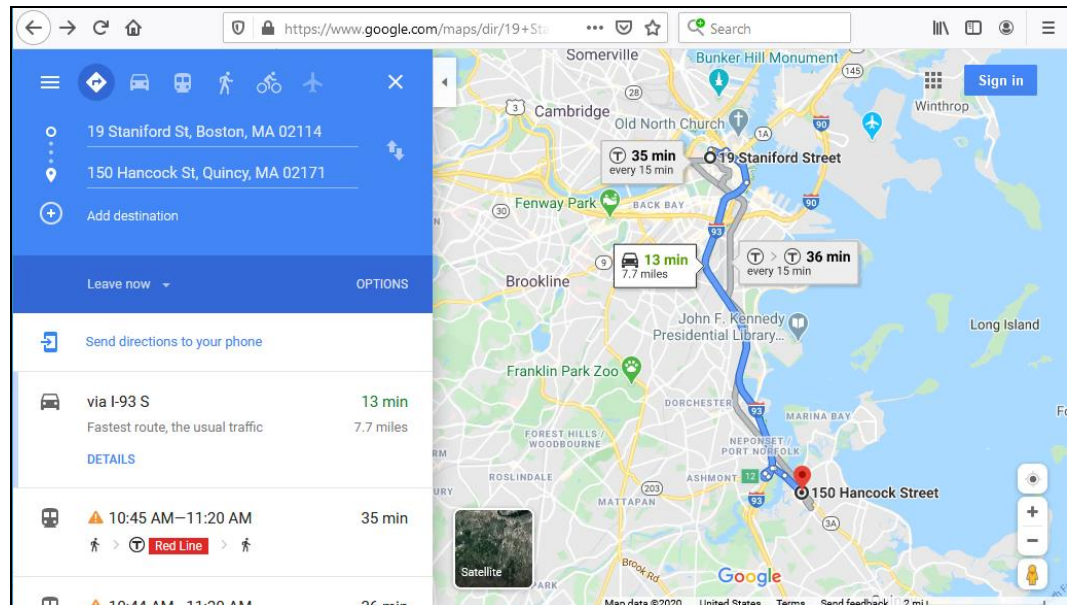
To see this Job Order in Microsoft Word, click the **View Details** button. MOSES loads the **Job Order Details** into a Word document.

View Details

MASSACHUSETTS ONE-STOP-EMPLOYMENT SYSTEM	
JOB ORDER DETAILS	
Job Title: <input type="text" value="Cook"/>	Job Order No: <input type="text" value="13187074"/>
Job Location Address: <input type="text" value="150 Hancock Street"/>	Country: <input type="text" value="United States of America"/>
City: <input type="text" value="Boston"/>	State: <input type="text" value="MA"/>
	Zip: <input type="text" value="02114"/>
+	
Employer: <input type="text" value="Alpha Omega Gaming Cafe Ltd"/>	Employer Id: <input type="text" value="1641689"/>
Address: <input type="text" value="150 Hancock Street"/>	Country: <input type="text" value="United States of America"/>
City: <input type="text" value="Boston"/>	State: <input type="text" value="MA"/>
SIC: <input type="text" value=""/>	Zip: <input type="text" value="02114"/>
No. of Employees: <input type="text" value=""/>	Federal Contractor: <input type="text" value="No"/>
	Web Address: <input type="text" value="www.alphaomegagaming.com"/>
Type of Job: <input type="text" value="Regular"/>	Work Hours: <input type="text" value="09:00:00 AM - 5:00 PM"/>
Pay Details: <input type="text" value=""/>	
Benefit: <input type="text" value="Dental, Insurance, Long Term Disability, Leave, Major Medical, Paid Holidays, Prescriptions, Sick Leave, Vacation Leave"/>	
Benefit Details: <input type="text" value=""/>	
Shift: <input type="text" value="First"/>	Duration: <input type="text" value="Full Time greater than 150 Days"/>
Per Diem Position: <input type="text" value="No"/>	
Job Details: <input type="text" value="Must be able to cook grilled cheeses, hot dogs and hamburgers for sweaty nerds"/>	

10. if the Job Seeker requests directions, click the **Driving Directions** button to open the browser for **Google Maps**.

Driving Directions



11. To print the directions to the company for the Job Seeker, use the print option on **Google Maps**.

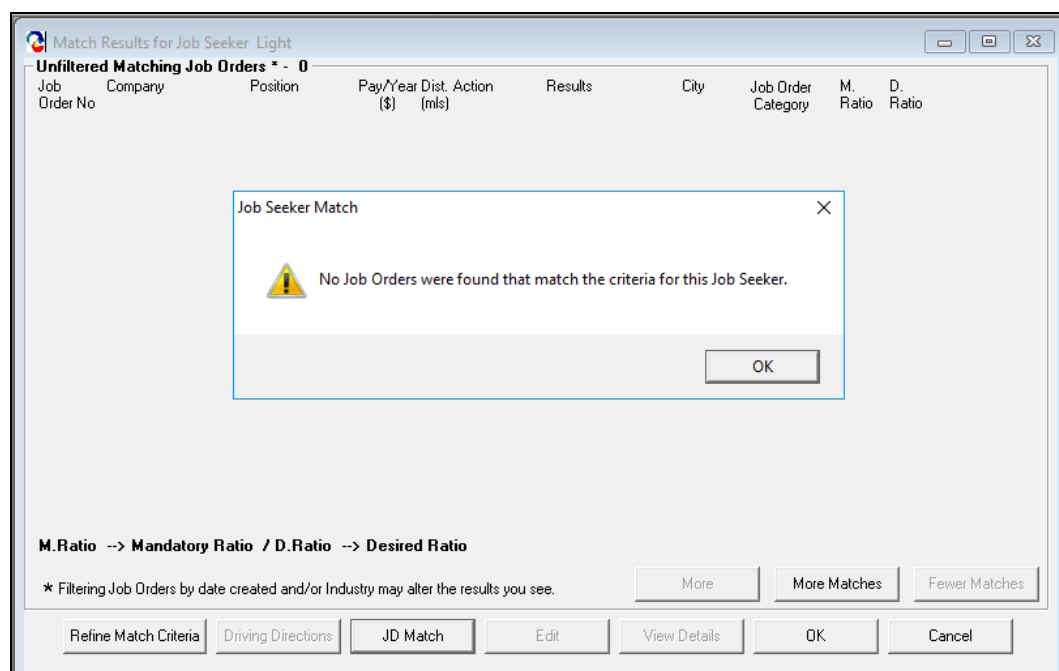
These directions are from your customers address in MOSES to the employer's address in the Job Order.

12. Click the **Close** button to return to the **Match Results for Job Seeker** window.

13. If NO matches result, you can search closed Job Orders by clicking on the **JD Match** button to obtain a list of Employers who posted similar jobs in the past.

No active Job Order exists, but you can call the Employer to see if there is any interest in this Job Seeker.

This button only is active in the **Match Results for Job Seeker** window when there are no results.



This chart details the match algorithm.

Criteria Used	Location on Job Seeker / Match Criteria	Run Match	More Matches	Less Matches
Job Match Status	Programs, Job Match, <i>Basic</i>	Yes	Yes	Yes
Job Title (at least one)	Job Title, <i>Skill Set</i>	Yes	Job Category	Yes
Experience	Job Title, <i>Summary</i>	Yes	No	Yes
Education Level	Education, Highest Degree, <i>Full</i>	Yes	No	Yes
Pay	Pay, Preferences, <i>Availability 1,2, +/or 3</i>	Yes	No	Yes
Minimum Age	General Information, Date of Birth, <i>Basic</i>	Yes	Yes	Yes
Shift	Shift, Preferences, <i>Availability 1,2, +/or 3</i>	Yes	No	Yes
Duration	Duration, Preferences, <i>Availability 1,2, +/or 3</i>	Yes	No	Yes
Location	Selected Towns/Zone, Preferences, <i>Availability 1,2, +/or 3</i>	Yes	No	Yes
Mandatory Skills	Skills or Common, <i>Skill Set</i>	Scored	Scored	Scored
	Mandatory Education and/or Language	Yes	Yes	Yes
Desired Skills	Skills or Common, <i>Skill Set</i>	Scored	Scored	Scored
Drivers License	General Skills, Skill Set, <i>Summary</i>	No	No	Yes
Typing Speed	General Skills, Skill Set, <i>Summary</i>	No	No	Yes

Record Delivery of Employment Services

Overview

The **Employment** sub tab of the **Services** tab on the **Job Seeker Membership** window is used to track activity related to employment.

This sub tab records employment-related activities and services, such as call-ins, referrals, placement to a job, and follow up.

There are four ways to record that the job seeker has found a job.

1. If the placement is the result of a **Job Referral – Staff**, the result of a match and referral on an existing job order, you can edit the **Service Result** to *Hired*.
2. If the placement is the result of a **Job Development Referral** you can edit the **Service Result** to *Hired*.
The Job Development Referral process allows staff to refer job seekers to Employers that do not have an open job order in MOSES.
In addition, upon a *Hire*, MOSES will automatically create a Job Order for this placement since the job was developed by the staff member.
So, the office gets credit for creating the job and filling the position.
3. If there was no referral, you can use **Obtained Employment** when your career center has provided services during the past 90 days to the job seeker.
4. If there was no referral, you can use **Found Employment**, and select the appropriate **Service Result** from the dropdown list.



There are other Employment Service Categories listed. Some are used by specific agencies or departments. For example, **Pre-Layoff Placement** is traditionally used by the Rapid Response unit.

To Record a Job Seeker Referral

1. Open the **Job Seeker Membership** window for the job seeker.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Frank Middle Initial:
 Last Name: Lemonjello Sex: Male
 Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No
 Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☒ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 03/25/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No **Career Center**

Residence Address | Mailing Address

Address

Address: 19 Cool Whip Circle
 Country: United States of America
 Zip: 01364 City: Orange
 State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
 Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (413) 781-2345 Email: flemojello@gmail.com
 Other Phone:
 Web Address: www.linkedin.com/flemojello/sisola/ ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Services** tab.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	
03/25/2020	MOSES102	Assessment	Comprehensive Assessment	Southbridge Career Center	2.0	Add
03/06/2020	BWAIT	Career Planning	Case Conference	Northampton Affiliate Career C	1.0	Edit
03/06/2020	BWAIT	Career Planning	EDP/IEP	Northampton Affiliate Career C		Delete
03/06/2020	BWAIT	Program Enrollment	Career Planning	Northampton Affiliate Career C		Retention
03/03/2020	TCART	Job Search	Individual Assistance	Northampton Affiliate Career C	1.0	
03/03/2020	TCART	Assessment	Initial Assessment Interv	Northampton Affiliate Career C	2.0 *	

Row 1 of 6 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Employment** sub tab. MOSES displays the following window:

The screenshot shows a software window titled "Job Seeker Membership (Lemonjello, Frank)". The window has a header bar with the name "Lemonjello, Frank" and "SSN: XXX-XX-0002 ID: 12877197". Below the header is a tabbed interface with tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The "Employment" sub-tab is selected under the "Services" tab. The main area displays a table with columns: Service Date, Staff ID, Service Type, Service Result, Employer Name, Job Start Date, Job Order Number, and Phone. To the right of the table are buttons: Add, Edit, Delete, Follow Up, Upgrade, Verify, and Select. At the bottom right of the table area are "More" and "Job Order" buttons. The bottom of the window has a row of buttons: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

4. Click the **Add** button to display the **Employment Services Detail** window.

The screenshot shows a window titled "Employment Services Detail". It contains a "Services Provided" section with the following fields:

- Service Date: 03/30/2020 (with a calendar icon)
- Last Update Date: (empty)
- Career Center: Southbridge Career Center (dropdown menu)
- Staff ID: MOSES102 (dropdown menu)
- Description: (text area)
- Service Type: (dropdown menu)
- Service Result: (dropdown menu)

At the bottom, there is a note: "Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCCAR". Below the note are "OK" and "Cancel" buttons.

3. Enter information into the following fields on the **Employment Services Detail** window:



This window will expand to show additional fields when certain **Service Type** and **Service Result** are selected.

Depending on the **Service Type** and **Service Result** chosen, the following fields may or may not appear on the expanded window based upon the **Service Type** selected.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Service Date	▶	MOSES fills this field with the current date. You can backdate the referral to the proper date.
Last Update Date		MOSES fills this field with the last date that the service was updated.
Career Center	▶	MOSES fills this field with your Career Center. (Change this ID to record where the service was provided.)
Staff ID	▶	MOSES fills this field with your Staff ID. (Change this ID to give credit to person that provided the service.)
Description		Enter information about the service provided. This will help you and other staff provide good service.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Service Type	►	<p>Select one of the following service types from the dropdown list:</p> <p>Pre-Layoff Placement, use for a placement that is secured for a job seeker before a layoff from their current job has occurred.</p> <p>Call-In, use to review a job order with a job seeker before making a referral. This is a way of notating the customer has been informed of the job.</p> <p>Found Employment, use when a job seeker found their own employment with <u>no assistance in the last 90 days from the career center</u>.</p> <p>Job Development Referral, use when you are referring the job seeker to an employer but there is not a current job order that fits the job seeker.</p> <p>Job Referral - Staff, use for normal referrals to job orders posted on MOSES. You need the Job order number to enter the referral.</p> <p>Pending, This is the initial entry before you change it.</p> <p>Not Referred, use to indicate that the employer did not select the referred job seeker or the job seeker is not being referred to the position for a specific reason..</p> <p>Obtained Employment, use when a job seeker found their own employment with <u>credible assistance in the last 90 days from the career center</u>.</p>
Service Result	►	<p>Select the Service Result from the dropdown list. The selections displayed will vary, depending upon which Category you have selected.</p> <p>Appendix C lists the various services available by Service Type.</p>
Job Order #		<p>Type the job order number that refers to the call-in, referral, or placement.</p> <p>MOSES displays this required field only when you select <i>Call-In</i>, <i>Job Referral - Staff</i>, or <i>Not Referred</i> from the Service Result above.</p>
Employer ID		<p>Type the Employer ID for the employer to whom you referred the job seeker.</p> <p>MOSES displays this field only when you select Job Development Referral in the field above.</p>

4. Click the **OK** button to return to the **Employment** sub tab.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
03/30/2020	MOSES10	Job Referral - Staff	Pending - Applic	Alpha Omega Gaming Co		13187074	(617) 626-8799

5. Click the **OK** button and the **Yes** button to save changes. This returns you to the **Job Seeker Search** window.



Note: Some **Service Results** may be **Hired**, others may be **Pending**, meaning they are awaiting an employment decision. The **Service Result** will dictate what is in the drop-menu.

To Record That a Job Seeker Started Employment

1. Open the **Job Seeker Membership** window for the job seeker.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Frank Middle Initial:
Last Name: Lemonjello Sex: Male
Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 03/30/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No **Career Center**

Address: 19 Cool Whip Circle
Country: United States of America
Zip: 01364- City: Orange
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact
Primary Phone: (413)781-2345 Email: flomonjello@gmail.com
Other Phone: () -
Web Address: www.linkedin.com/limejello/sisola/ ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Services** tab.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	
03/25/2020	MOSES102	Assessment	Comprehensive Assessm	Southbridge Career Center	2.0	Add
03/06/2020	BWAIT	Career Planning	Case Conference	Northampton Affiliate Career C	1.0	Edit
03/06/2020	BWAIT	Career Planning	EDP/IEP	Northampton Affiliate Career C		Delete
03/06/2020	BWAIT	Program Enrollment	Career Planning	Northampton Affiliate Career C		
03/03/2020	TCART	Job Search	Individual Assistance	Northampton Affiliate Career C	1.0	Retention
03/03/2020	TCART	Assessment	Initial Assessment Interv	Northampton Affiliate Career C	2.0 *	

Row 1 of 6 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Employment** sub tab.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
03/30/2020	MOSES10	Call-in/Pre-Referral Co	Pending	Cracker Barrel		13126070	(854) 941-5177	Add
03/30/2020	MOSES10	Not Referred	Employer Not Intere	Recruiting Solutions Inter		13126010	(617) 523-4463	Edit
03/30/2020	MOSES10	Job Development Ref	Pending	Mendon Twin Drive In Co			(617) 745-1200	Delete
03/30/2020	MOSES10	Job Referral - Staff	Pending - Applic	Alpha Omega Gaming Ca		13187074	(617) 626-8799	Follow Up

Row 2 of 4

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

4. Select the referral on the **Services** list that led to the placement. Then click the **Edit** button.

5. Select **Hired** from the **Service Result** dropdown list.

Employment Services Detail

Services Provided

Service Date: 03/30/2020 Last Update Date: 03/30/2020

Career Center: Southbridge Career Center Staff ID: MOSES102

Description:

Service Type: Job Referral - Staff Service Result: Pending - Application Confirmed

Job Order No: 13187074 Employer ID:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Did Not Contact Employer
Did Not Report To Interview
Did Not Report To Work
Filled Other
Hired
Information Not Available
Interviewed

6. The **Employment Services Detail** window opens up.



The additional parts of the **Employment Services Detail** window only appear if you selected **Obtained Employment**, **Found Employment**, or indicated a service result of **Hired** when the **Service Category** is either **Job Referral - Staff** or **Job Development Referral**.

The fields required vary depending on the programs where the job seeker is enrolled.



The preferred placement is to select **Hired** as the **Service Result** of a **Job Referral-Staff** or **Job Development Referral**.

The next preferred placement is **Obtained Employment**.

The least ideal is **Found Employment**.

7. Type information into the following fields on the **Employment Services Detail** window:

The screenshot shows the 'Employment Services Detail' window with the following sections and fields:

- Services Provided:**
 - Service Date: 03/30/2020, Last Update Date: 03/30/2020
 - Career Center: Southbridge Career Center, Staff ID: MOSES102
 - Description: (empty text box)
 - Service Type: Job Referral - Staff, Service Result: Hired
 - Job Order No: 13187074, Employer ID: 1641689
- Employment Details:**
 - Employer: Alpha Omega Gaming Cafe Ltd, Phone: (617)-626-8799
 - Job Title: Cook, Benefits: (empty dropdown)
 - Pay (\$): 12.75, Pay Unit: Hour
 - Start Date: 00/00/0000, Offer Date: 00/00/0000, End Date: 00/00/0000
 - Duration: Full Time, Over 150 Days, Hours/Week: 40.00
 - Union: ☐ Yes ☒ No
 - Apprenticeship: ☐ Yes ☒ No
 - Incumbent Worker: ☐ Yes ☒ No
- Additional Information:**
 - NAICS: 451120, SIC: (empty dropdown)
 - Sector: Retail - Sporting Goods, Hobbies, Books, Mu
 - Subsector: Sporting Goods, Hobby, Book, and Music St
 - Industry Group: Sporting Goods, Hobby, and Musical Instrum
 - Industry: Hobby, Toy, and Game Stores
 - US Industry: Hobby, Toy, and Game Stores
 - Employer Address: 150 Hancock Street
 - City: Boston, State: Massachusetts
 - Zip: 02114
 - Training Related: (empty dropdown)
 - Non - Traditional: ☐ Yes ☒ No, Verified: ☐ Yes ☒ No
 - UI System Employer: ☐ Yes ☒ No, Sector: ☐ Public ☒ Private
 - Verification Details: (empty text box)
 - Occupational Search: (empty text box)
 - Occupational Code: 35101100
 - Chefs and Head Cooks
 - How did Job Seeker learn about this job? (empty dropdown)

At the bottom, there is a note: 'Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCAR.' and buttons for 'Industry Code Search', 'OK', and 'Cancel'.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Employer Name	▶ if not referencing a job order number	Type the name of the employer who has hired this job seeker. MOSES will fill this field if you reference a job order number.
Job Title	▶ if not referencing a job order number	Type the job title for the newly hired job seeker. MOSES will fill this field if you reference a job order number.
Pay (\$)	▶ if not referencing a job order number	Type how much the job pays for the newly hired job seeker. MOSES will fill this field if you reference a job order number.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Start Date	▶ if not referencing a job order number	Enter the date when the job seeker started work.
Expected Duration	▶ if not referencing a job order number	Select the proper length for this job. MOSES will fill this field if you reference a job order number.
Phone Number		Type the telephone number of the employer who has hired this job seeker. MOSES will fill this field if you reference a job order number.
Benefits	▶ if not referencing a job order number	Select the Benefits from the dropdown list that the job seeker will receive on this job.
Pay Unit	▶	Select the applicable Pay Unit from the dropdown list. MOSES will fill this field if you reference a job order number.
End Date		End the date when the job seeker ended work on this placement.
Hours/Week	▶ if not referencing a job order number	Type the number of hours per week that the job seeker is working. MOSES will fill this field if you reference a job order number.
NAICS	▶ if not referencing a job order number	Type the North American Industry Classification System number for the employer hiring the job seeker. If you do not know the NAICS number, use the fields below to select an appropriate number. MOSES will fill this field if you reference a job order number.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
NAICS Sector	▶ if not referencing a job order number	Select the appropriate NAICS Sector from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS Subsector	▶ if not referencing a job order number	Select the appropriate NAICS Subsector from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS Industry Group	▶ if not referencing a job order number	Select the appropriate NAICS Industry Group from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS Industry	▶ if not referencing a job order number	Select the appropriate NAICS Industry from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS U.S. Industry	▶ if not referencing a job order number	Select the appropriate NAICS U.S. Industry from the dropdown list. (If available.) MOSES will fill this field if you reference a job order number.
Employer Address	▶ if not referencing a job order number	Type the address where the job seeker will be working. MOSES will fill this field if you reference a job order number.
(blank line)		You can use this field for additional address information such as a Suite Number. MOSES will fill this field if you reference a job order number.
Zip	▶ if not referencing a job order number	Type the zip code where the job seeker will be working. MOSES will fill this field if you reference a job order number.
City	▶ if not referencing a job order number	Type the city where the job seeker will be working. MOSES will fill this field if you reference a job order number.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
State	► if not referencing a job order number	Type the state where the job seeker will be working. MOSES will fill this field if you reference a job order number.
Occupational Code	► if not referencing a job order number	Type the Occupational Code for the specified job. If it is not known, use the Occupational Search button to locate the code. MOSES will fill this field if you reference a job order number.
Training Related	► for some programs, otherwise optional	Indicate if the job relates to any training received.
Non-Traditional		MOSES pre-fills this field based upon the Occupational Code you selected above and the job seeker's gender. Non-traditional relates to whether a male or female job seeker has been placed in a "non-traditional" job. For example, a male job seeker has been placed in a job that traditionally has less than 25% of its employee population as male, or a female job seeker has been placed in a job that traditionally has less than 25% of its employee population as female.
Sector Designation		Indicate that the employer is either public sector or private sector.
UI System Employer	► for Some programs, otherwise optional	Indicate if employees can collect Unemployment Insurance benefits, if qualified. (Almost all employers are UI employers.)
Verified	► for Some programs, otherwise optional	Indicate whether or not staff has verified the job placement information.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
How did the Job Seeker learn about this job?		Select the appropriate resource from the dropdown list.

8. Click the **OK** button to return to the **Employment** sub tab.

This posts the information to your view of MOSES; it does not save it on the database.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
03/30/2020	MOSES10	Call-in/Pre-Referral Co	Pending	Cracker Barrel		13126070	(854) 941-5177
03/30/2020	MOSES10	Not Referred	Employer Not Intere	Recruiting Solutions Inter		13126010	(617) 523-4463
03/30/2020	MOSES10	Job Development Ref	Pending	Mendon Twin Drive In Co			(617) 745-1200
03/30/2020	MOSES10	Job Referral - Staff	Hired	Alpha Omega Gaming Ca	03/30/2020	13187074	(617) 626-8799

9. Click the **OK** button and the **Yes** button to save changes.

This returns you to the **Job Seeker Search** window and this placement is saved / recorded.

Alert

Are you sure you want to save changes?

Yes No Cancel

To Record a Follow Up on a Job Placement

This section describes how to post an employment follow up for a job seeker who has gone to work. When you select the **Follow Up** button the **Employment Services Detail** window appears displaying all of the original placement information.

1. Open the **Job Seeker Membership**.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Frank Middle Initial: ☐
Last Name: Lemonjello Sex: Male
Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☒ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 03/30/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - Off	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No **Career Center**

Address

Address: 19 Cool Whip Circle
Country: United States of America
Zip: 01364 City: Orange
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (413)781-2345 Email: flemojello@gmail.com
Other Phone: () - -
Web Address: www.linkedin.com/in/lemonjello/sisola/ ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Services** tab.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	
03/30/2020	MOSES102	Outcomes / Enhancement	Unsubsidized Employment	Southbridge Career Center		Add
03/25/2020	MOSES102	Assessment	Comprehensive Assessment	Southbridge Career Center	2.0	Edit
03/06/2020	BWAIT	Career Planning	Case Conference	Northampton Affiliate Career C	1.0	Delete
03/06/2020	BWAIT	Career Planning	EDP/IEP	Northampton Affiliate Career C		Retention
03/06/2020	BWAIT	Program Enrollment	Career Planning	Northampton Affiliate Career C		
03/03/2020	TCART	Job Search	Individual Assistance	Northampton Affiliate Career C	1.0	
03/03/2020	TCART	Assessment	Initial Assessment Interview	Northampton Affiliate Career C	2.0	

Row 3 of 7 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Employment** sub tab.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | **Employment** | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
03/30/2020	MOSES10	Call-in/Pre-Referral Co	Pending	Cracker Barrel		13126070	(854) 941-5177	Add
03/30/2020	MOSES10	Not Referred	Employer Not Intere	Recruiting Solutions Inter		13126010	(617) 523-4463	Edit
03/30/2020	MOSES10	Job Development Ref	Pending	Mendon Twin Drive In Co			(617) 745-1200	Delete
03/30/2020	MOSES10	Job Referral - Staff	Hired	Alpha Omega Gaming Cafe	03/30/2020	13187074	(617) 626-8799	Follow Up

Row 4 of 4

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

4. Select the **Service Result – Hired** that you want for the job seeker and click the **Follow Up** button. (Note it will appear when you select the Hired.)

The **Employment Services Detail** window appears.

Employment Services Detail

Services Provided

Service Date: 03/30/2020 Last Update Date: 03/30/2020

Career Center: Southbridge Career Center Staff ID: MOSES102

Description:

Service Type: Service Result:

Job Order No: 13187074

Employment Details

Employer: Alpha Omega Gaming Cafe Ltd Phone: (617)-626-8799

Job Title: Cook Benefits: Union: Yes No

Pay (\$): 12.75 Pay Unit: Hour Apprenticeship: Yes No

Start Date: 03/30/2020 Offer Date: 00/00/0000 End Date: 00/00/0000 Incumbent Worker: Yes No

Duration: Full Time, Over 150 Days Hours/Week: 40.00

Additional Information

NAICS: 451120 SIC:

Sector: Retail - Sporting Goods, Hobbies, Books, Mu

Subsector: Sporting Goods, Hobby, Book, and Music St

Industry Group: Sporting Goods, Hobby, and Musical Instrum

Industry: Hobby, Toy, and Game Stores

US Industry: Hobby, Toy, and Game Stores

Employer Address: 150 Hancock Street

Zip: 02114 City: Boston State: Massachusetts

Training Related: No

Non - Traditional: Yes No Verified: Yes No

UI System Employer: Yes No Sector: Public Private

Verification Details:

Occupational Search

Occupational Code: 35101100

Chefs and Head Cooks

How did Job Seeker learn about this job?

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Industry Code Search OK Cancel



Note the **Service Type** and **Service Results** are different. Service Type list the month of the Follow Up, the Service Result whether they are Employed or not employed.

Employment Services Detail

Services Provided

Service Date: 03/30/2020 Last Update Date: 03/30/2020
Career Center: Southbridge Career Center Staff ID: MOSES102
Description:

Service Type: Follow-Up - 3 Months / Quarter 1 After Exit Service Result: Employed
Job Order No:

Employment Detail:
Employer: Alpha O
Job Title: Cook
Pay (\$):
Start Date: 03/30/20
Duration: Full Time

Additional Information:
NAICS:
Sector:
Subsector:
Industry Group: Sporting Goods, Hobby, and Musical Instrum
Industry: Hobby, Toy, and Game Stores
US Industry: Hobby, Toy, and Game Stores
Employer Address: 150 Hancock Street
Zip: 02114-
City: Boston State: Massachusetts

Union: ☐ Yes ☒ No
Apprenticeship: ☐ Yes ☒ No
Incumbent Worker: ☐ Yes ☒ No
Total Quarter 1 wages (\$) .00
No
☐ Yes ☒ No Verified: ☐ Yes ☒ No
☐ Yes ☒ No Sector: ☐ Public ☒ Private
Verification Details:
Occupational Search
Occupational Code: 35101100
Chefs and Head Cooks
How did Job Seeker learn about this job?

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Industry Code Search Employer Search OK Cancel

5. Choose the proper **month** for follow-up from the **Service Type** dropdown list. (Or **Quarter After Exit** if desired.)



Note the **Service Type** and **Service Results** are different. Service Type list the month of the Follow Up, the Service Result whether they are **Employed** or **Not Employed**.

Employment Services Detail

Services Provided

Service Date: 03/30/2020 Last Update Date: 03/30/2020
Career Center: Southbridge Career Center Staff ID: MOSES102
Description:
Service Type: Follow-Up - 3 Months / Quarter 1 After Exit Service Result: **Employed**
Job Order No: 13187074

Employment Details

Employer: Alpha Omega Gaming Cafe Ltd Phone: (617)-626-8799 Union: ☐ Yes ☒ No
Job Title: Cook Benefits: Pay Unit: Hour Apprenticeship: ☐ Yes ☒ No
Pay (\$): 12.75 Pay Unit: Hour Incumbent Worker: ☐ Yes ☒ No
Start Date: 03/30/2020 Offer Date: 00/00/0000 End Date: 00/00/0000
Duration: Full Time, Over 150 Days Hours/Week: 40.00 Total Quarter 1 wages (\$) .00

Additional Information

NAICS: 451120 SIC: Sector: Retail - Sporting Goods, Hobbies, Books, Mu
Subsector: Sporting Goods, Hobby, Book, and Music St
Industry Group: Sporting Goods, Hobby, and Musical Instrum
Industry: Hobby, Toy, and Game Stores
US Industry: Hobby, Toy, and Game Stores
Employer Address: 150 Hancock Street
City: Boston Zip: 02114 State: Massachusetts
Training Related: No Non - Traditional: ☐ Yes ☒ No Verified: ☐ Yes ☒ No
UI System Employer: ☐ Yes ☒ No Sector: ☐ Public ☒ Private
Verification Details:
Occupational Search
Occupational Code: 35101100
Chefs and Head Cooks
How did Job Seeker learn about this job?

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Industry Code Search Employer Search OK Cancel

6. Select **Employed** or **Not Employed** from the **Service Result** dropdown list.

7. Review all of the employment information and make any changes / updates as necessary.

For example, if their pay has changed or employer.

Employment Details			
Employer:	Alpha Omega Gaming Cafe Ltd	Phone:	(617)-626-8799
Job Title:	Cook	Benefits:	
Pay (\$):	12.75	Pay Unit:	Hour
Start Date:	03/30/2020	Offer Date:	00/00/0000
End Date:		End Date:	00/00/0000
Duration:	Full Time, Over 150 Days	Hours/Week:	40.00



Make any Employment Details *updates* here.

If their **Employer** has changed update it here. (*Use Employer Search.*)

If their **Job Title** has changed update it here.

If their **Pay** has changed update it here.

If their **Hours/Week** has changed update it here.

8. Click the **OK** button to return to the **Employment** sub tab.

The **Follow-Up** has only been posted to your view of MOSES. It has not yet been saved to the MOSES database.

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-0002 ID: 12877197

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
03/30/2020	MOSES10	Call-in/Pre-Referral Co	Pending	Cracker Barrel		13126070	(854) 941-5177
03/30/2020	MOSES10	Not Referred	Employer Not Intere	Recruiting Solutions Inter		13126010	(617) 523-4463
03/30/2020	MOSES10	Job Development Ref	Pending	Mendon Twin Drive In Cc			(617) 745-1200
03/30/2020	MOSES10	Job Referral - Staff	Hired	Alpha Omega Gaming Ca	03/30/2020	13187074	(617) 626-8799
03/30/2020	MOSES10	Follow-Up - Periodic	Employed	Alpha Omega Gaming Ca	03/30/2020	13187074	(617) 626-8799

Row 2 of 5

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

9. Click the **OK** button and the **Yes** button to save changes.

This returns you to the **Job Seeker Search** window. And saves the follow up service.

JobQuest and Employment Services / MOSES

The Employment Services tab is also a location where some JobQuest interactions are recorded.

As customers view and evaluate job postings on JobQuest these activities are tracked on the Employment tab.

Employers in listing jobs online can assess candidates online and post their interest in these candidates in the employer's job posting and in the job seekers record.

The screenshot displays the MASSHIRE JobQuest website. At the top, a header bar includes the text "The Executive Office of Labor and Workforce Development (EOLWD)" and a "Login / Register" link. Below this is a navigation menu with links: Home, Find Jobs, Locate Training, Search Events, My JobQuest, Help, and an "Employers" button. The main content area is divided into several sections. On the left, a "Find Jobs" section features a search bar with "Keywords" (Example: Office worker, Excel), "Job Title" (Example: Clerk), and "Location" (Massachusetts City or ZIP Code) fields, a "Search" button, and a "Quick Tip: Use Keywords for Fastest Search". To the right of the search bar, it states "Total Job Openings: 121,143". Below the search bar, there are three promotional tiles. The first tile is titled "Kickstart your Future at a MassHire Career Center" and includes a video player showing a map of Massachusetts. The second tile is titled "Dept of Unemployment Assistance is Hiring Job Service Representatives" and mentions "30 Openings - Apply Now". The third tile is titled "MassHire Career Center Resources" and includes a link to "Find Events and Workshops". On the right side of the page, there is a "Job Seeker Login" section with fields for "SSN or Job Seeker ID" and "Password", a "Go" button, and links for "Forgot Your Password?" and "First Time User?". Below the login section is a "Register Now" button and a "JobQuest Guide" link. At the bottom right, there is a section titled "Other Helpful Links ..." with links to "MassHire Career Centers", "MassCareers Job Opportunities", and "MassHire JobQuest".

1. Open the **Job Seeker** record of the Customer.

Job Seeker Membership (Test, Surly)

Test, Surly SSN: XXX-XX-4641 ID: 11565705

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Surly Middle Initial: ☐
 Last Name: Test Sex: Male
 Date of Birth: 01/01/1982 Military: ☐ Yes ☒ No
 Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☐ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☒ Information Not Available

Address

Residence Address | Mailing Address
 Address: 19 Staniford Street
 Country: United States of America
 Zip: 01776- City: Sudbury
 State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
 Confidential: ☒ Yes ☐ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (508)781-0617 Email: surlyT@gmail.com
 Other Phone: (617)781-0508
 Web Address: www.Linkedin.com/27sjko/82-sk/ ☐ Prefers Emails

Special Accommodations

Programs Last Reportable Service Date: 02/14/2018

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input checked="" type="checkbox"/>	Info. Complete - On	
Career Planning	<input type="checkbox"/>		

☐ Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Employment** sub tab on the **Services** tab.

Job Seeker Membership (Test, Surly)

Test, Surly SSN: XXX-XX-4641 ID: 11565705

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
11/06/2018	INETSELF	Job Seeker Interested	Information Not Ava	TBC Design Build		11144849	(674) 337-7670	Add
11/06/2018	INETSELF	Job Seeker Interested	Information Not Ava	Cognizant Technology S		11150534	(250) 201-3237	Edit
11/06/2018	INETSELF	Job Seeker Interested	Information Not Ava	FLAGSHIP Facility Servic		11153721	(917) 273-5999	Delete
07/13/2018	INETSELF	Job Seeker Interested	Pending	Harvard University			(666) 666-6666	Follow Up
07/13/2018	INETSELF	Job Seeker Interested	Pending	Top Of The Hub			(666) 666-6666	Upgrade
12/15/2017	INETSELF	Job Seeker Interested	Pending	CyberCoders			(666) 666-6666	Verify
07/22/2016	MMEIB	Employer Interested	Job Referral - Staff	test Marie			(191) 919-1919	Select
05/04/2016	MMEIB	Job Seeker Interested	Job Referral - St	Boston University			(666) 666-6666	
02/26/2016	INETSELF	Job Seeker Interested	Information Not Ava	Collaborative Consulting I			(109) 473-0555	
11/20/2015	INETEMPL	Job Seeker Interested	Employer Interested	test			(292) 929-2992	
07/29/2014	INETSELF	Not Referred	Job Seeker Not Inte	Salesforce.com			(666) 666-6666	
07/29/2014	INETSELF	Not Referred	Job Seeker Not Inte	Deloitte			(666) 666-6666	
04/25/2014	INETEMPL	Employer Interested	Internet Hired	Collaborative Consulting I			(109) 473-0555	

Row 1 of 20 More Job Order

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Common Employment Services

Job Quest Transactions



INETSELF is the staff ID associated with JobQuest interactions.

INETSELF



Example of a transaction data entry with a **Customer** saving a Job posting to their interested / “favorites” list.

INETSELF Job Seeker Interested Pending IBM



Example of a transaction data entry with a **Customer** NOT saving a Job posting to their interested / “favorites” list.

INETSELF Not Referred Job Seeker Not Inte Koch Membrane Systems



Example of a transaction data entry with an **Employer** saving a Job posting to their interested / “favorites” list.

This is how it looks in the Job Seekers record / Employment Services tab.

INETEMPL Employer Interested Information Not Ava 22nd Century Technologi



Example of a transaction data entry with an **Employer** NOT saving a Job posting to their interested / “favorites” list.

This is how it looks in the Job Seekers record / Employment Services tab.

INETEMPL Not Referred Employer Not Intere Manhattan Associates, Ir

Employment Services Detail

Services Provided

▶ Service Date: 11/06/2018 Last Update Date: 02/04/2019

▶ Career Center: Virtual Career Center ▶ Staff ID: INETSELF

Description:

▶ Service Type: Job Seeker Interested ▶ Service Result: Information Not Available

▶ Job Order No: 11153721

OK Cancel

The Job Seeker Referral Process in MOSES Advanced / Re-Cap

JOB SEEKER REFERRAL IN A JOB ORDER PROCESS FOR STAFF

A job seeker must be vetted before being referred to a business for a position, and, since confirmation of an employer application completion is required prior to adding the **Job Referral – Staff/Pending** service, it is important for career center staff to have the ability to track job seekers that have been vetted, but have not yet confirmed their application for the position.

To put a Job Seeker referral directly into the Job Order, follow the data entry process below.

1. Search for the Employer Membership.
2. Click on the **Job Order** button on the bottom of the screen.

The screenshot displays the 'Employer Registration (Recruiting Solutions International)' window. The title bar includes the application name and a 'Notes' button. The main window has a tabbed interface with 'General Info' selected. The 'Company Information' section contains fields for Name, FEIN Number, Number Of Employees, Web Address, Doing Business As, Employer Type, Federal Contractor, Primary Phone, and Career Center. The 'Company Address' section includes Address, Country, Zip, and State. The 'Industry' section shows NAICS Code, SIC, and various NAICS Sector, Subsector, Ind Group, and Industry dropdowns. The 'Trade Names' section has a text field and 'Add'/'Delete' buttons. The 'All Job Orders' and 'Open Job Orders' sections show statistics for Total Job Orders, Total Openings, and Filled. The bottom of the window has buttons for 'Industry Code Search', 'Job Order', 'OK', and 'Cancel'.

All Job Orders		Open Job Orders	
Total Job Orders:	3	Total Job Orders:	3
Total Openings:	3	Total Openings:	3
Total Openings:	0	Total Openings:	0
Filled:		Filled:	

3. Select the Job Order you wish to edit.

Job Order Summary (Recruiting Solutions International)

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Existing Job Orders

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
13126011	Call Center Representative	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston
13126010	Call Center Manager	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston
13126009	Call Center Representative	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston

Row 1 of 3

Edit Copy Run Match Add Delete Close

4. Open the Job Order.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Recruiting Solutions International Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted

Company Address: 106 Cambridge Street Job Location Address: 106 Cambridge Street ☐ Confidential

Company Country: United States of America Job Location Country: United States of America Created By: TCART

Company City: Boston Job Location City: Boston Created Date: 1/30/2020 10:12

Company State: MA Zip: 02114 Job Location Zip Code: 02114 Created Office: Northampton Affiliate Career Cer

Career Center: Northampton Affiliate Career Cer Job Location City: Boston WWW Address: www.RSI.com

Assigned To: TCART Job Location State: Massachusetts

Job Description

Job Title: Call Center Representative Shift: ☒ First ☐ Second ☐ Third

Job Category: Recruitment Solutions ☐ Rotating ☐ Split

Job Status: Open FLC Status: None ☐ Per Diem

Duration: Full Time greater than 150 Days Close Date: 12/25/2020

Original Number of Openings: 1

Openings: 1 Openings Filled: 0

Referrals Made: 0

Work Hours: From: 09:00 AM To: 05:00 PM

Hours/Week: 40.0

Other

Job Details Typing Speed: (w.p.m) Drivers License: Min Age: Empowerment Zone

☐ Affirmative Action ☐ Enterprise Zone

Public Transportation: ☐ Yes ☐ No ☒ Unknown

Send to US Jobs: ☒ Send ☐ Don't Send

☐ Yes ☒ No Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position?

Employer Run Match OK Cancel

5. Click on the **Selected Job Seekers** tab.

The screenshot shows a software window titled "Job Order (13126011) - Call Center Representative". The main header area includes "Recruiting Solutions International", "FEIN: ## ###3214", "ID: 1635009", and a "Notes" button. Below this is a tabbed interface with "Selected Job Seekers" selected. The main area contains a table with columns: "Service Date", "Staff Id", "Service Type", "Service Result", "Name", "Social Security Number", "Applicant ID", and "Applicant Phone". To the right of the table are buttons for "Add", "Filter", and "Go to Job Seeker". At the bottom of the window are buttons for "Employer", "Run Match", "OK", and "Cancel".

6. Click on the **Add** button.

This screenshot shows the same software window as before, but with a "Selected Job Seeker Detail" dialog box open. The dialog box has a title bar and a close button. It contains the instruction "Enter the SSN or ID of the Job Seeker being Referred." and two radio button options: "Job Seeker ID:" (which is selected) and "Social Security Number:". Each option has a corresponding text input field. At the bottom of the dialog box are "OK" and "Cancel" buttons.

7. Enter the Job Seeker ID or Social Security number of the Job Seeker being referred.

8. Select the Action desired. **Job Referral – Staff** or **Call-In/Pre-Referral**.



Job Referral – Staff is used when the Job Seeker has satisfied the application requirements and has applied for the job. This candidate is fully vetted by career center/agency staff.



Call-In/Pre-Referral is used when the Job Seeker has been notified of the job posting and is considering it. But has not satisfied the application process and/or been vetted completely.

9. Below is an example of a **Job Referral – Pending**.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009 Notes

Job Specification Pay Specification Referral Information Skill Set Selected Job Seekers Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20		Job Referral - Staff	Pending	Miranda ,Lin-Manuel	###-##-5136	12164500	-

Row 1 of 1

Employer Run Match OK Cancel



NOTE: The referral can be backdated up to the staffs back dating MOSES rights.

10. Below is an example of a **Call-In/Pre-Referral** entry.

Selected Job Seeker Detail

Enter the SSN or ID of the Job Seeker being Referred.

☒ Job Seeker ID: 12861474

☐ Social Security Number: - -

Action: Call-in/Pre-Ref

Date:

Call-in/Pre-Referral

Job Referral - Staff

Cancel

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20		Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-###-5136	12164500	- -
01/30/20		Call-in/Pre-Ref	Pending	O'Furniture ,Patty	###-###-9442	12861474	- -

Row 2 of 2

Employer Run Match OK Cancel

JOB SEEKER REFERRAL PROCESS IN THE JOB SEEKER RECORD

Call-In/Pre-Referral Contact Service

A job seeker must be vetted before being referred to a business for a position, and, since confirmation of an employer application completion is required prior to adding the **Job Referral – Staff/Pending** service, it is important for career center staff to have the ability to track job seekers that have been vetted, but have not yet confirmed their application for the position.

At the point at which a job seeker has been vetted; that is, screened and met the requirements for the position, resume reviewed and provided the employer's application instructions given to the job seeker, staff may **enter** the new service of **Call-in/ Pre-Referral Contact** *with* service result **Vetted/Pending Application Confirmation**.

Using this approach, staff will easily be able to see which of their caseload have been referred to the position after being vetted, but still are awaiting the application completion confirmation.

Job Order –Selected Job Seekers Tab

Service Type:
Call-In/Pre-Referral

Service Result:
**Vetted/Pending
Application Confirmation**

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

Notes

Job Specification | Pay Specification | Referral Information | Skill Set | **Selected Job Seekers** | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Ref	Pending	O'Furniture ,Patty	###-###-9442	12861474	307-472-7760

Failed To Respond
Not Qualified
Pending
Refused Referral
Vetted/Pending Application C

Row 2 of 2

Employer Run Match OK Cancel

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

Notes

Job Specification | Pay Specification | Referral Information | Skill Set | **Selected Job Seekers** | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Ref	Vetted/Pending	O'Furniture ,Patty	###-###-9442	12861474	307-472-7760

Row 2 of 2

Employer Run Match OK Cancel

Job Seeker Services/Employment Tab

After the **Call-in – Vetted** service is added.

Note that it is blue bold.

Job Order screen

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ##-###-3214 ID: 1635009 Notes

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Callin/Pre-Referral	Vetted/Pending	O'Furniture ,Patty	###-###-9442	12861474	307-472-7760
01/30/20	TCART	Callin/Pre-Ref	Pending	Beach ,Sandy	###-###-5014	12534766	-

Row 3 of 3

Employer Run Match OK Cancel

Job Seeker record, Employment tab

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Pending	Recruiting Solutions Inter		13126011	(617) 523-4463	Edit

Row 1 of 1

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Click **Edit**.

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Pending	Recruiting Solutions Inter		13126011	(617) 523-4463	Edit

Employment Services Detail

Services Provided

Service Date: 01/30/2020 Last Update Date: 01/30/2020

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Call-in/Pre-Referral Contact Service Result: Pending

Job Order No: 13126011

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

Employment Services Detail the Service Result can be updated.



At this point the job seeker has been vetted; that is, screened and met requirements for the position, resume reviewed and provided the employer's application instructions, staff may **enter the new Service Type of Call-in/Pre-Referral Contact with a Service Result: Vetted/Pending Application Confirmation**. **NOTE: this is a Blue Service.**

Employment Services Detail

Services Provided

Service Date: 01/30/2020 Last Update Date: 01/30/2020

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Call-in/Pre-Referral Contact Service Result: Pending

Job Order No: 13126011

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Pending
Failed To Respond
Not Qualified
Pending
Refused Referral
Vetted/Pending Application Confirmation

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Vetted/Pending	Recruiting Solutions Inter		13126011	(617) 523-4463	Add Edit Delete Follow Up Upgrade Verify Select

Row 1 of 1 More Job Order

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

The **Job Order** it will look like this:

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	O'Furniture ,Patty	###-##-9442	12861474	307-472-7760
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Beach ,Sandy	###-##-5014	12534766	854-254-8605

Row 3 of 3

Employer Run Match OK Cancel

Once confirmation of the application is received/sent to the employer, staff may change the **Call-In/Pre-Referral Contact** Service Type to **Job Referral – Staff**

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	O'Furniture ,Patty	###-##-9442	12861474	307-472-7760
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Beach ,Sandy	###-##-5014	12534766	854-254-8605

Row 3 of 3

Employer Run Match OK Cancel



NOTE: there is another Service Type: Not Referred. To be used when needed.

Once changed, you will see two **Service Type** entries in the **Job Order** for the same Job Seeker. One is the **Call-In/Pre-Referral** Service Type. The second Service Type will be the **Job Referral- Staff**.

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda, Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Job Referral - Staff	Pending	Beach, Sandy	###-##-5014	12534766	854-254-8605
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-##-5014	12534766	854-254-8605
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	O'Furniture, Patty	###-##-9442	12861474	307-472-7760

The service result will default to **Pending**.



NOTE This means that you have confirmed that the application was submitted to the employer.

The **Service Result** drop menu:

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009 Notes

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Phone	
01/30/20	TCART	Job Referral - Staff	Pending - Appl	Miranda_Lin-Manuel	####-###-5136	12164500	108-807-9823	Add
01/30/20	TCART	Job Referral - Staff	Pending	Beach, Sandy	####-###-5014	12534766	854-254-8605	Filter
01/30/20	TCART	Call-in/Pre-Referral C	Did Not Contact Employer		####-###-5014	12534766	854-254-8605	Go to Job Seeker
01/30/20	TCART	Call-in/Pre-Referral C	Did Not Report To Interview					
01/30/20	TCART	Call-in/Pre-Referral C	Did Not Report To Work		####-###-9442	12861474	307-472-7760	
			Filled Other					
			Hired					
			Information Not Available					
			Interviewed					
			Job Seeker Not Interested					
			Not Hired					
			Not Qualified					
			Pending					
			Refused Job					

Row 2 of 4

Employer Run Match OK Cancel

This is how it will look in the **Job Seeker – Employment Services** tab.



Note both **Service Results** are in **blue**.

Job Seeker Membership (Beach, Sandy)

Beach, Sandy
SSN: XXX-XX-5014 ID: 12534766

Notes

Basic
Full
Education
Work History
Events
Alerts
Career Plan/Youth ISS
Services
Special Programs
Survey

General
Employment
Administrative
Testing
Course/Activity
Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter		13126011	(617) 523-4463	Add
01/30/2020	TCART	Job Referral - Staff	Pending - Applic	Recruiting Solutions Inter		13126011	(617) 523-4463	Edit
01/30/2020	TCART							Delete
Follow Up								
Upgrade								
Verify								
Select								

Row 3 of 3
More
Job Order

Trade
Eligibility
Match Criteria
Run Match
Eligibility Criteria
OK
Cancel

Overview / Summary

OUTREACH TO CUSTOMER REGARDING A JOB ORDER

POSSIBLE CONTACT METHODS:

1. Staff locates a MOSES job order that is suitable for a customer
2. Staff reviews a job match and outreaches to a customer(s) regarding a MOSES job order
3. A job seeker in the resource room asks about a MOSES job order

SERVICE TYPE: CALL-IN/PRE-REFERRAL

SERVICE RESULT: PENDING

INCOMPLETE VETTING OF A JOB SEEKER FOR A JOB ORDER

1. Staff Member meets with a customer and finds a suitable MOSES job order (also could be a phone discussion)
2. Staff Member has a discussion regarding the qualifications for the position
3. Staff Member reviews the resume and determines the customer is a good fit
4. Staff Member informs the customer how to apply for the position (per the employer's instructions)
5. But customer has not yet completed the application

SERVICE TYPE: CALL-IN/PRE-REFERRAL

SERVICE RESULT: VETTED/PENDING APPLICATION CONFIRMATION

FULL VETTING OF A JOB SEEKER FOR A JOB ORDER

1. Staff Member meets with a customer and finds a suitable MOSES job order (also could be a phone discussion)
2. Staff Member has a discussion regarding the qualifications for the position
3. Staff Member reviews the resume and determines the customer is a good fit
4. Staff Member informs the customer how to apply for the position (per the employer's instructions)
5. Customer completes the application process

SERVICE TYPE: JOB REFERRAL- STAFF

SERVICE RESULT: PENDING - APPLICATION CONFIRMED

ENTERED EMPLOYMENT IN MOSES

To record that a Job Seeker started employment in the Job Seeker record

1. Open the **Job Seeker Membership** window for the job seeker.

The screenshot shows the 'Job Seeker Membership (Beach, Sandy)' window. The 'Basic' tab is active, displaying personal information such as First Name (Sandy), Last Name (Beach), Date of Birth (01/01/1987), and Sex (Female). It also includes fields for Ethnicity, Race, and Programs. The 'Address' section shows the residence address as 1200 Commonwealth Ave, Chestnut Hill, MA 02467-1070. The 'Contact' section lists a primary phone number and email address. The 'Special Accommodations' section is empty. The 'Survey' tab is also visible.

2. Click the **Services** tab – **Employment** sub tab.

The screenshot shows the 'Job Seeker Membership (Beach, Sandy)' window with the 'Services' tab selected. The 'Employment' sub-tab is active, displaying a table of services. The table has columns for Service Date, Staff ID, Service Type, Service Result, Employer Name, Job Start Date, Job Order Number, and Phone. Two rows are visible: one for a 'Call-in/Pre-Referral Co' service on 01/30/2020, and another for a 'Job Referral - Staff' service on 01/30/2020. The 'Job Referral - Staff' service is highlighted in blue. The 'Service Result' for the highlighted row is 'Pending - Applic'. The 'Employer Name' is 'Recruiting Solutions Inter'. The 'Job Start Date' is 01/30/2020. The 'Job Order Number' is 13126011. The 'Phone' is (617) 523-4463. The 'Add', 'Edit', 'Delete', 'Follow Up', 'Upgrade', 'Verify', and 'Select' buttons are visible on the right side of the table. The 'More' button is at the bottom right. The 'Job Order' button is at the bottom right of the window.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter		13126011	(617) 523-4463
01/30/2020	TCART	Job Referral - Staff	Pending - Applic	Recruiting Solutions Inter		13126011	(617) 523-4463

3. Select the **Job Referral – Staff** on the **Services** list that led to the placement. Then click the **Edit** button.

4. Select **Hired** from the **Service Result** dropdown list.

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter		13126011	(617) 523-4463	Add
01/30/2020	TCART	Job Referral - Staff	Pending - Applic	Recruiting Solutions Inter		13126011	(617) 523-4463	Edit

Employment Services Detail

Services Provided

Service Date: 01/30/2020 Last Update Date: 01/30/2020

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Job Referral - Staff Service Result: Pending - Application Confirmed

Job Order No: 13126011 Employer ID:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Did Not Contact Employer
Did Not Report To Interview
Did Not Report To Work
Filled Other
Hired
Information Not Available
Interviewed

Service Result drop menu:

Did Not Contact Employer
Did Not Report To Interview
Did Not Report To Work
Filled Other
Hired
Information Not Available
Interviewed
Job Seeker Not Interested
Not Hired
Not Qualified
Pending - Application Confirmed
Refused Job



The **Service Result** is to select **Hired** as the service result of the **Job Referral-Staff**.



Note there are other Service Results you can use. Use them when applicable.

5. Type information into the following fields on the **Employment Services Detail** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Employer Name	► if not referencing a job order number	Type the name of the employer who has hired this job seeker. MOSES will fill this field if you reference a job order number.
Job Title	► if not referencing a job order number	Type the job title for the newly hired job seeker. MOSES will fill this field if you reference a job order number.
Pay (\$)	► if not referencing a job order number	Type how much the job pays for the newly hired job seeker. MOSES will fill this field if you reference a job order number. Be sure to verify the actual starting pay.
Start Date	► if not	Enter the date when the job seeker started

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
	referencing a job order number	work.
Expected Duration	▶ if not referencing a job order number	Select the proper length for this job. MOSES will fill this field if you reference a job order number.
Phone Number		Type the telephone number of the employer who has hired this job seeker. MOSES will fill this field if you reference a job order number.
Benefits	▶ if not referencing a job order number	Select the Benefits from the dropdown list that the job seeker will receive on this job.
Pay Unit	▶	Select the applicable Pay Unit from the dropdown list. MOSES will fill this field if you reference a job order number.
End Date		End the date when the job seeker ended work on this placement.
Hours/Week	▶ if not referencing a job order number	Type the number of hours per week that the job seeker is working. MOSES will fill this field if you reference a job order number.
Union	▶	Indicate whether the position is a union position: Yes or No.
Apprenticeship	▶	Indicate whether the position is an apprenticeship position: Yes or No.
Incumbent Worker	▶	Indicate whether the position is an incumbent worker position: Yes or No.

NAICS	▶ if not referencing a job order number	Type the North American Industry Classification System number for the employer hiring the job seeker. If you do not know the NAICS number, use the fields below to select an appropriate number. MOSES will fill this field if you reference a job order number.
NAICS Sector	▶ if not referencing a job order number	Select the appropriate NAICS Sector from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS Subsector	▶ if not referencing a job order number	Select the appropriate NAICS Subsector from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS Industry Group	▶ if not referencing a job order number	Select the appropriate NAICS Industry Group from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS Industry	▶ if not referencing a job order number	Select the appropriate NAICS Industry from the dropdown list. MOSES will fill this field if you reference a job order number.
NAICS U.S. Industry	▶ if not referencing a job order number	Select the appropriate NAICS U.S. Industry from the dropdown list. (If available.) MOSES will fill this field if you reference a job order number.
Employer Address	▶ if not referencing a job order number	Type the address where the job seeker will be working. MOSES will fill this field if you reference a job order number.

(blank line)		You can use this field for additional address information such as a Suite Number. MOSES will fill this field if you reference a job order number.
Zip	▶ if not referencing a job order number	Type the zip code where the job seeker will be working. MOSES will fill this field if you reference a job order number.
City	▶ if not referencing a job order number	Type the city where the job seeker will be working. MOSES will fill this field if you reference a job order number.
State	▶ if not referencing a job order number	Type the state where the job seeker will be working. MOSES will fill this field if you reference a job order number.
Occupational Code	▶ if not referencing a job order number	Type the Occupational Code for the specified job. If it is not known, use the Occupational Search button to locate the code. MOSES will fill this field if you reference a job order number.
Training Related	▶ for some programs, otherwise optional	Indicate if the job relates to any training received.
Non-Traditional		MOSES pre-fills this field based upon the Occupational Code you selected above and the job seeker's gender. Non-traditional relates to whether a male or female job seeker has been placed in a "non-traditional" job. For example, a male job seeker has been placed in a job that traditionally has less than 25% of its employee population as male, or a female job seeker has been placed in a job that traditionally has less than 25% of its employee population as female.

Sector Designation

Indicate that the employer is either public sector or private sector.

UI System Employer

► for Some programs, otherwise optional

Indicate if employees can collect Unemployment Insurance benefits, if qualified. (Almost all employers are UI employers.)

Verified

► for Some programs, otherwise optional

Indicate whether or not staff has verified the job placement information.

Verification Details

Enter who verified the job and how it was done.

How did the Job Seeker learn about this job?

Select the appropriate resource from the dropdown list.

6. Click the **OK** button to return to the **Employment** sub tab.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter	01/31/2020	13126011	(617) 523-4463
01/30/2020	TCART	Job Referral - Staff	Hired	Recruiting Solutions Inter	01/31/2020	13126011	(617) 523-4463

7. Click the **OK** button and the **Yes** button to save changes.

This is how the entered employment will look in the **Job Order**.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FFIN: ##-###3214 ID: 1635009 Notes

Job Specification | Pay Specification | Referral Information | Skill Set | **Selected Job Seekers** | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-###-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Pending - Appl	Miranda, Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	O'Furniture, Patty	###-###-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-###-5014	12534766	617-626-8745

Row 1 of 4

Employer Run Match OK Cancel

TO RECORD THAT A JOB SEEKER STARTED EMPLOYMENT IN THE JOB ORDER

1. Open the **Employer** record.

Employer Registration (Recruiting Solutions International)

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | Employer Services | Closing / Layoff

Company Information

Name: Recruiting Solutions International

FEIN Number: ##-###3214 UI Account #: -

Number Of Employees: 200

Web Address: www.RSI.com

Doing Business As: RSI

Employer Type: Private ☐ FLC ☐ GTF

Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

Primary Phone: 617523-4463 ☐ Evacuee Friendly

Career Center: Northampton Affiliate Career Center

Company Address | Mailing Address

Address: 106 Cambridge Street

Country: United States of America

Zip: 02114- City: Boston

State: Massachusetts

Is the mailing address different? ☐

Industry

NAICS Code: 541612 SIC: -

NAICS Sector: Professional, Scientific, and Technical Services

NAICS Subsector: Professional, Scientific, and Technical Services

NAICS Ind Group: Management, Scientific, and Technical Consulting Services

NAICS Industry: Management Consulting Services

NAICS US Industry: Human Resources Consulting Services

Trade Names

R.S.I. Add Delete

All Job Orders

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 1

Open Job Orders

Total Job Orders: 2

Total Openings: 2

Total Openings Filled: 0

Industry Code Search Job Order OK Cancel

2. Click the **Job Order** button.

Job Order Summary (Recruiting Solutions International)

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

Existing Job Orders

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
13126011	Call Center Representative	12.75	Hour	TCART	01/30/2020	Fully Placed	106 Cambridge Street, Boston
13126010	Call Center Manager	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston
13126009	Call Center Representative	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston

Row 1 of 3

Edit Copy Run Match Add Delete Close

Select the **Job Order** that has the placement. Then click the **Edit** button.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Recruiting Solutions International
 Company Address: 106 Cambridge Street
 Company City: Boston
 Company State: MA Zip: 02114
 Job Location Address: 106 Cambridge Street
 Job Location City: Boston
 Job Location State: Massachusetts
 Career Center: Northampton Affiliate Career Cer
 Assigned To: TCART
 Is job location different than the location of the employer? ☒ No ☐ Yes
 Created By: TCART
 Created Date: 1/30/2020 10:12
 Created Office: Northampton Affiliate Career Cer
 W/W Address: www.RSI.com

Job Description

Job Title: Call Center Representative
 Job Category: Recruitment Solutions
 Job Status: Fully Placed
 Duration: Full Time greater than 150 Days
 Shift: ☒ First ☐ Second ☐ Third
 FLC Status: None ☐ Per Diem
 Original Number of Openings: 1
 Openings Filled: 1
 Referrals Made: 2
 Work Hours: From: 09:00 AM To: 05:00 PM
 Hours/Week: 40.0
 Close Date: 12/25/2020

Other

Job Details Typing Speed: (w.p.m) Drivers License: Min Age: Empowerment Zone
 We are seeking energetic and reliable professionals to join our team as Call Center Representatives. The successful candidates will be responsible for answering incoming customer calls, utilizing company policies to solve customer issues and directing calls to the managerial team when necessary. Our Call Center
 Affirmative Action ☐ Enterprise Zone
 Public Transportation: ☐ Yes ☐ No ☒ Unknown
 Send to US Jobs: ☒ Send ☐ Don't Send
 Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position? ☐ Yes ☒ No

Employer Run Match OK Cancel

3. Go to the **Selected Job Seekers** sub tab.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | **Selected Job Seekers** | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-###-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Pending -	Miranda, Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Furniture, Patty	###-###-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral -	Beach, Sandy	###-###-5014	12534766	617-626-8745

Row 2 of 4

Employer Run Match OK Cancel

4. Highlight the Job Seeker that has been hired.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Hired	Beach ,Sandy	###-###-5014	12534766	617-626-8745	Add
01/30/20	TCART	Job Referral - Staff	Pending - A	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823	Filter
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Furniture ,Patty	###-###-9442	12861474	617-626-5585	Go to Job Seeker
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach ,Sandy	###-###-5014	12534766	617-626-8745	

Row 2 of 4

Employer Run Match OK Cancel

5. Click on the **Pending** drop menu of the **Service Result** column.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Hired	Beach ,Sandy	###-###-5014	12534766	617-626-8745	Add
01/30/20	TCART	Job Referral - Staff	Pending - A	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823	Filter
01/30/20	TCART	Call-in/Pre-Referral	Did Not Contact Employer	pty	###-###-9442	12861474	617-626-5585	Go to Job Seeker
01/30/20	TCART	Call-in/Pre-Referral	Did Not Report To Interview		###-###-5014	12534766	617-626-8745	

Row 2 of 4

Employer Run Match OK Cancel



The **Service Result** is to select **Hired** as the service result of the **Job Referral-Staff** in the Job Order.

6. Enter the information in the **Employment Services Detail** screen.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-###-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Hired	Miranda, Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Furniture, Patty	###-###-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-###-5014	12534766	617-626-8745

Employment Services Detail

Services Provided

Service Date: 01/30/2020 Last Update Date: 01/30/2020 DTA Office:

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Job Referral - Staff Service Result: Hired

Job Order No: 13126011 Employer ID: 1635009

Employment Details

Employer Name: Recruiting Solutions International Phone Number: (617) 523-4463 Union: ☐ Yes ☒ No

Job Title: Call Center Representative Benefits: Apprenticeship: ☐ Yes ☒ No

Pay: \$12.75 Pay Unit: Hour Incumbent Worker: ☐ Yes ☒ No

Start Date: 00/00/0000 End Date: 00/00/0000

Duration: FT, over 150 Days Hours/Week: 0.0

Additional Information

NAICS Code: 541612 SIC:

NAICS Sector: Professional, Scientific, and Technical Service

NAICS Subsector: Professional, Scientific, and Technical Service

NAICS Industry Group: Management, Scientific, and Technical Cons

NAICS Industry: Management Consulting Services

NAICS US Industry: Human Resources Consulting Services

Employer Address: 106 Cambridge Street

Zip: 02114 City: Boston State: Massachusetts

Training Related:

Non - Traditional: ☐ Yes ☒ No

Sector: ☐ Public ☒ Private

UI System Employer: ☐ Yes ☒ No

Verified: ☐ Yes ☒ No

Verification Details:

Occupation Search:

Occupation Code: 41904100

Telemarketers:

Industry Code Search OK Cancel

The Job Order with the placement

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009 Notes

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-###-5014	12534766	617-626-8745	Add
01/30/20	TCART	Job Referral - Staff	Hired	Miranda, Lin-Manuel	###-###-5136	12164500	108-807-9823	Filter
01/30/20	TCART	Call-in/Pre-Ref	Vetted/Pe	O'Furniture, Patty	###-###-9442	12861474	617-626-5585	Go to Job Seeker
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-###-5014	12534766	617-626-8745	

Row 3 of 4

Employer Run Match OK Cancel

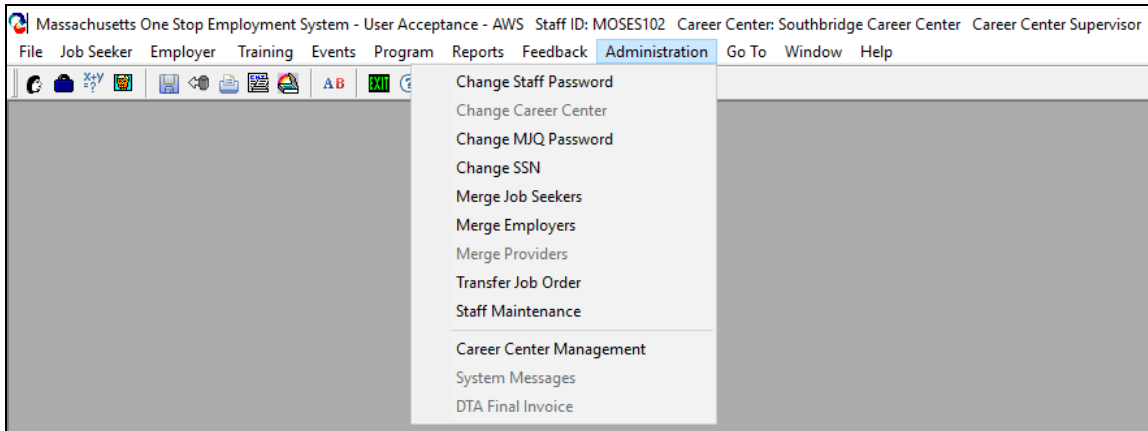
Administration

Overview

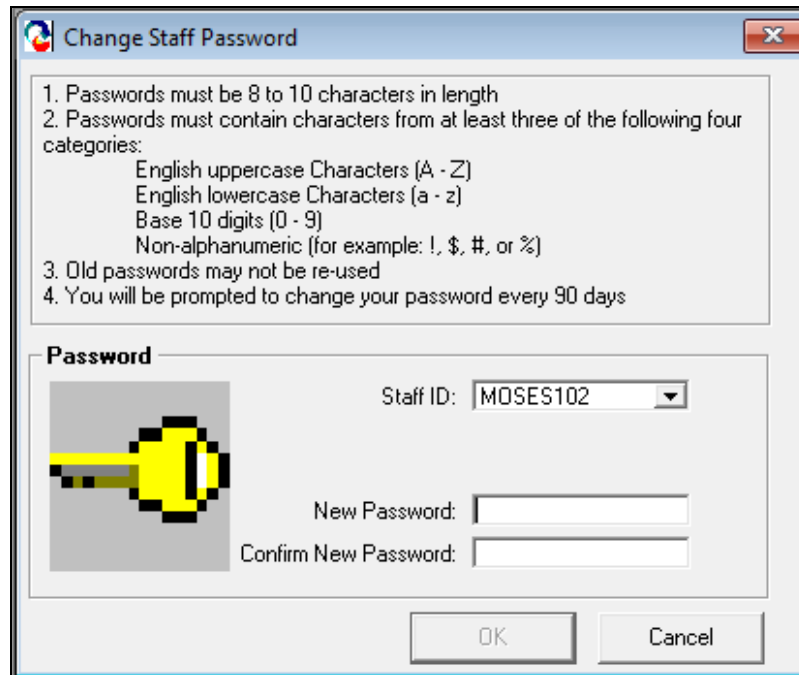
The **ADMINISTRATION** feature on the MOSES main menu bar is a short cut to quickly manage your MOSES account or to assist a Job Seeker with their MassHire Job Quest account.

To Change Your Password

1. Click **Administration** on the MOSES main menu bar and select **Change Staff Password**.

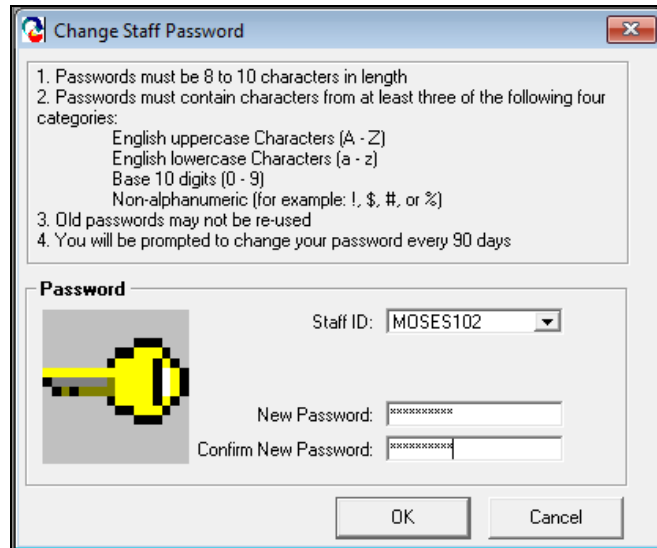


The **Change Staff Password** window appears.



2. Type your new password in the **New Password** box and press the **Tab** key.
3. Retype your new password in the **Confirm New Password** box to confirm your new password.

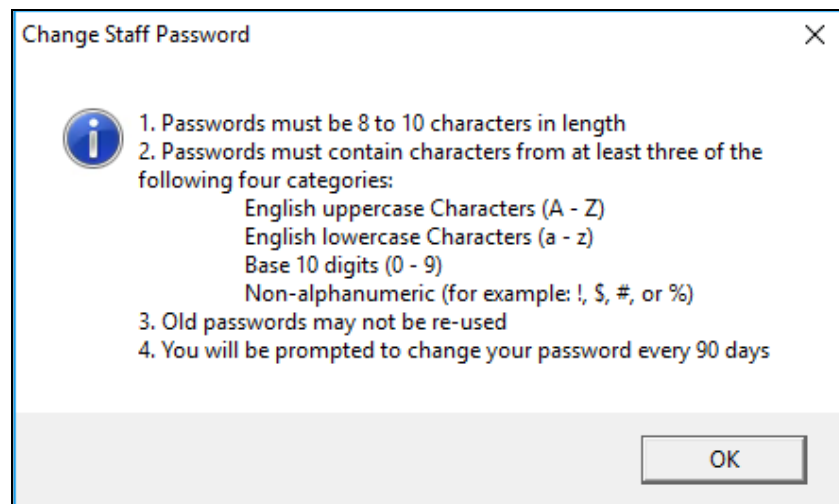
4. Click the **OK** button. You are now logged on to MOSES with your new password.



5. If you get *locked out* of MOSES, your Career Center coordinator or other Career Center staff with the proper security level can unlock your Staff account.

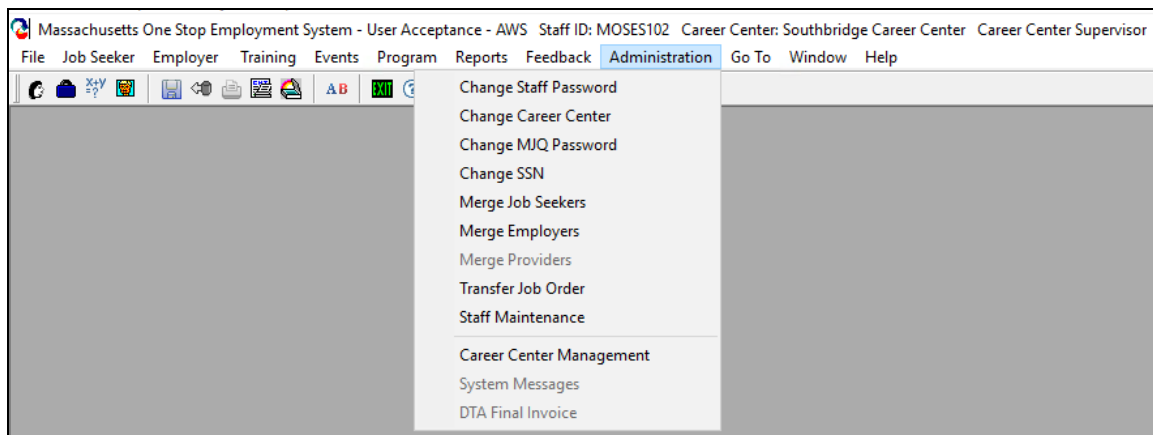


MOSES will prompt you to change your password every 90 days. You should change your password at that time. You are allowed *three* opportunities to change your password. (This prompt is your first chance.) If you do not change your password within these three opportunities, you will be locked out of MOSES. You cannot use the same password again for eight changes/cycles.

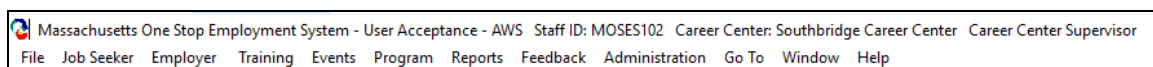
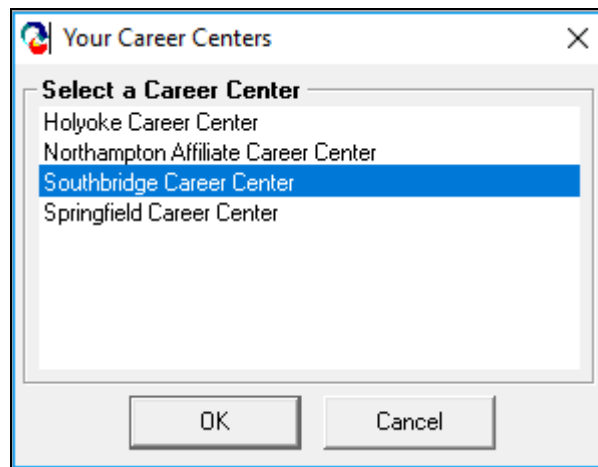


To Change Your Career Center

1. Click **Administration** on the MOSES main menu bar and select **Change Career Center**.



The **Your Career Centers** window appears.
(If you are only assigned to one career center, only one career center will appear.)



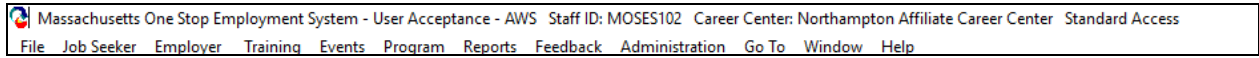
2. Select the Career Center you will be working at.

3. Click the **OK** button.

You are now logged on to MOSES with your new Career Center.



The new Career Center should show up in the Title bar after your MOSES id.



You can change your Career Center in MOSES anytime. So, if you forget to enter a service from another Career Center, just change your Career Center, enter the service and log back in to your current office.

To Change a MassHire Job Quest (MJQ) Password

1. Click on Job Seeker search on the MOSES main menu bar and locate Job Seeker. Highlight the Job Seeker you want.

The screenshot shows the 'Job Seeker Search' window. Under 'Type of Search', 'Search By' has 'Job Seeker ID' selected. The 'Search Results' table contains one row:

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-5394	Justin	Time	12/05/1977	10310474	321 Tick Tock Way, Ashland	230009

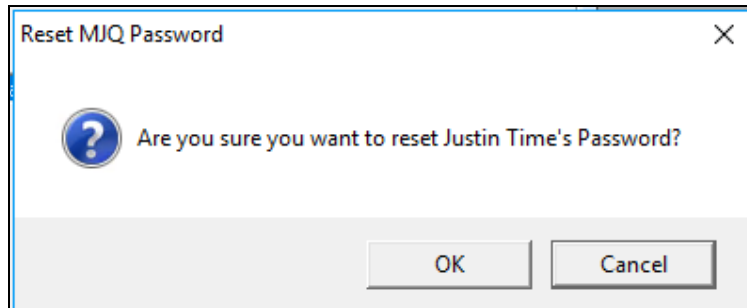
Below the table, it says 'Row 1 of 1' and has a 'More' button. At the bottom are buttons: Eligibility, Eligibility Criteria, Match Criteria, Run Match, Trade, Edit, Add, Delete, Close.

2. Click **Administration** on the MOSES main menu bar and select **Change MJQ Password**.

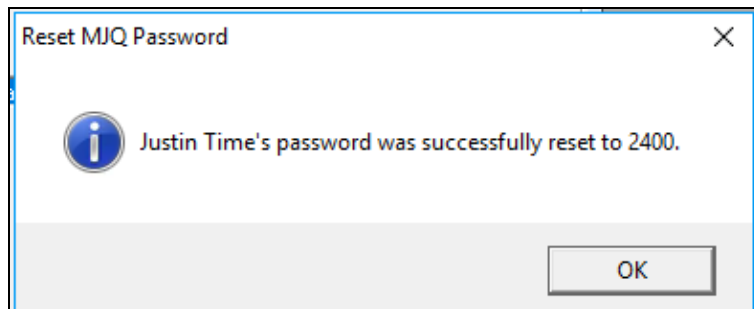
The screenshot shows the 'Massachusetts One Stop Employment System - User Acceptance - AWS' main menu. The 'Administration' menu is open, showing options like 'Change Staff Password', 'Change Career Center', 'Change MJQ Password', 'Change SSN', 'Merge Job Seekers', 'Merge Employers', 'Merge Providers', 'Transfer Job Order', 'Staff Maintenance', 'Career Center Management', 'System Messages', and 'DTA Final Invoice'. The 'Change MJQ Password' option is highlighted. In the background, the 'Job Seeker Search' window is visible, showing the same search results as in the previous screenshot.

3. The **Reset MJQ Password** window appears.

It will ask “***Are you sure you want to reset (Name's) password?***”



4. Click the **OK** button.
5. The **Reset MJQ Password** window pops back up.
Job Seeker's password was successfully reset to #### window appears.



6. Click the **OK** button.

The Job Seekers MassHire JobQuest password has been reset.



Note: When they log into MassHire JobQuest using this password they will be required to create a new password.
This “pin number” is a temporary password.



The **Change MJQ Password** function besides creating a temporary password, it also unlocks the customer's account.

Go To

Overview

The **Go To** feature on the MOSES main menu bar is a short cut to quickly look up Job Seekers, Employers and Job Orders.

There are four additional ways to retrieve information within MOSES.

- If the **Job Seeker ID number** is known.
- If the **Job Seeker Social Security Number** is known.
- If the **Employer ID Number** is known.
- If the **Job Order number** is known



This is the only way to look up job orders in MOSES.



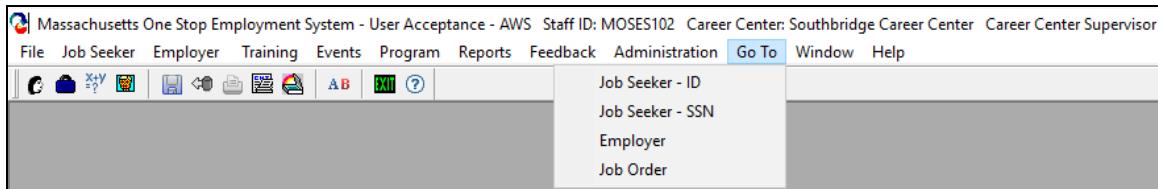
The **Job Seeker – ID**, **Job Seeker- SSN** and the **Employer Go To** features are redundant to using the Main tool bar searches.



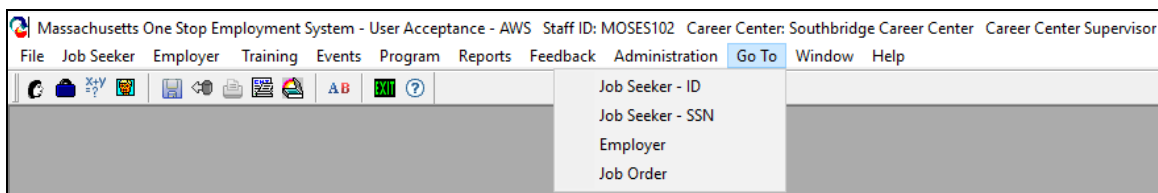
To Search for a Job Seeker Record

GoTo Job Seeker - ID

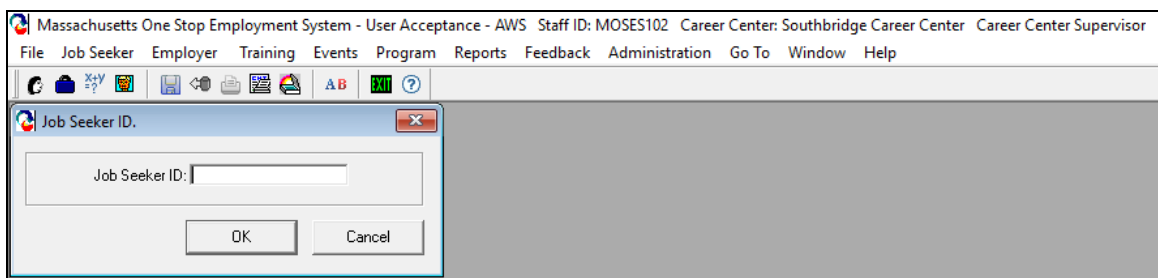
1. Click the **Go To** feature on the MOSES main menu bar.



2. Select **Job Seeker - ID** on the drop-down list.



3. Enter the **Job Seeker ID** number, then click the **OK** button.



4. This will bring you to the **Basic** Tab of the Job Seeker membership.

The screenshot shows a web-based form titled "Job Seeker Membership (Werk, Ivana)". The form is divided into several sections and tabs. The "Basic" tab is currently selected, showing fields for personal information, address, and program participation. The "Survey" tab is also visible. The form includes a header with the user's name "Werk, Ivana" and SSN "XXX-XX-0013 ID: 12877193". The "General Information" section includes fields for First Name, Last Name, Middle Initial, Sex, Date of Birth, Military status, and Release Information. The "Ethnicity" and "Race" sections include checkboxes for various demographic groups. The "Programs" section includes a table with columns for Program Name, Apply, Program Status, and History. The "Residence Address" and "Mailing Address" sections include fields for Address, Country, Zip, City, and State. The "Contact" section includes fields for Primary Phone, Other Phone, Email, and Web Address. The "Special Accommodations" section includes a text area. The form also includes a "Career Center" button and a "Notes" button.

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Information

First Name: Ivana Middle Initial: ☐

Last Name: Werk Sex: Chose not to answ

Date of Birth: 01/01/1985 Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☒ Yes ☐ No

Race

☒ White ☒ Black or African American

☐ Asian ☐ American Indian or Alaskan Native

☐ Other ☐ Hawaiian Native or Other Pacific Islander

☐ Information Not Available

Programs Last Reportable Service Date: 03/26/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input type="checkbox"/>		

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Residence Address **Mailing Address**

Address

Address: 22 Jobsearch Blvd

Country: United States of America

Zip: 02110 City: Boston

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - Email:

Other Phone: () -

Web Address: ☐ Prefers Emails

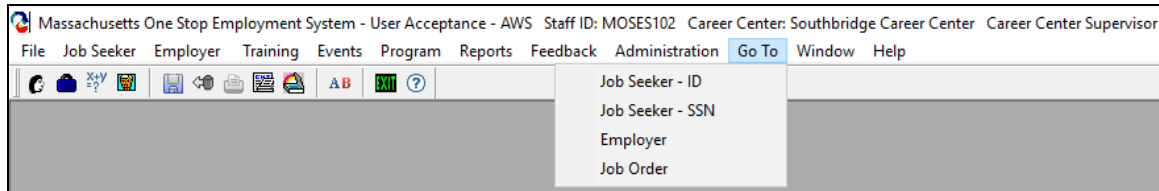
Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

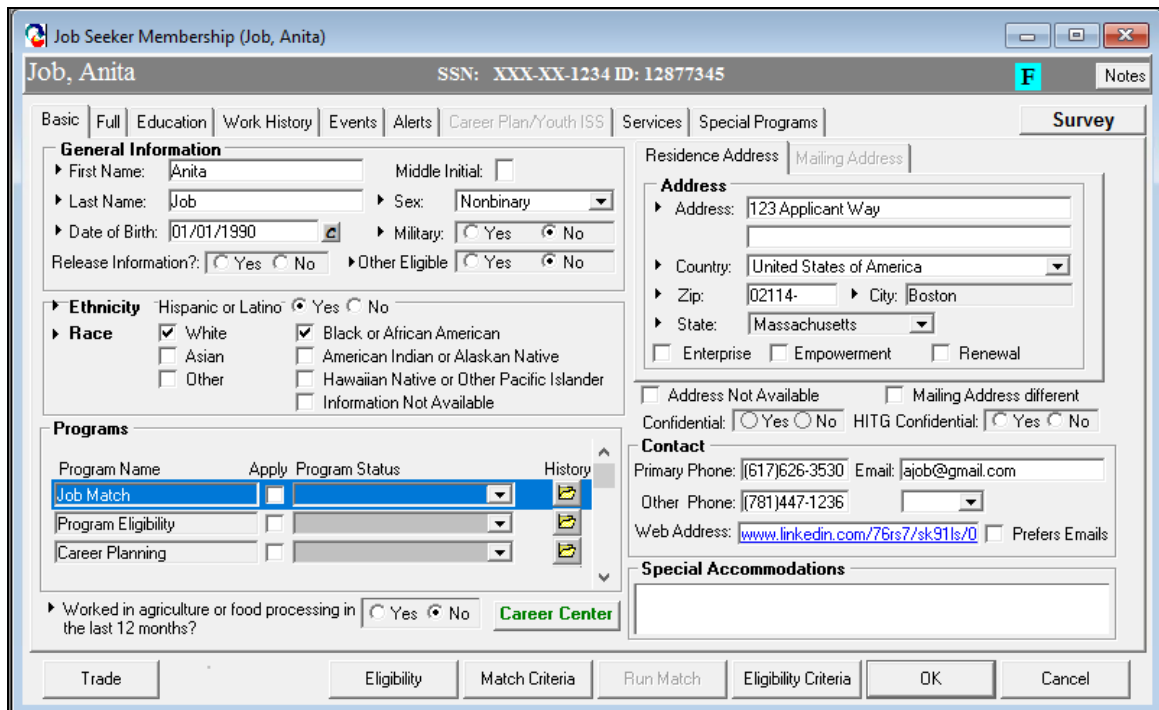
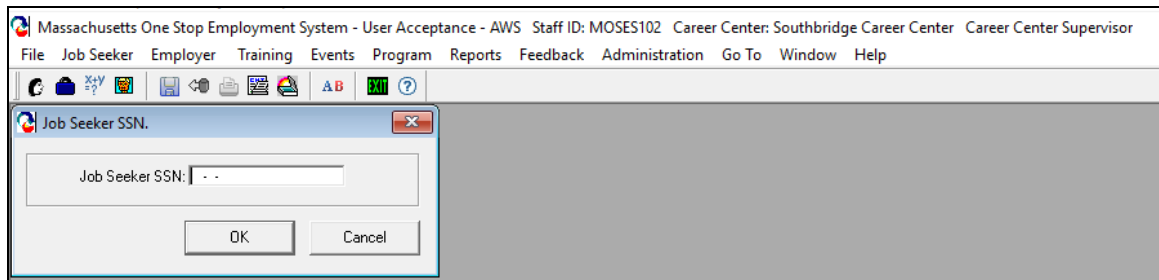
To Search for a Job Seeker Record

GoTo Job Seeker - SSN

1. Select **Job Seeker - SSN** on the drop-down list.

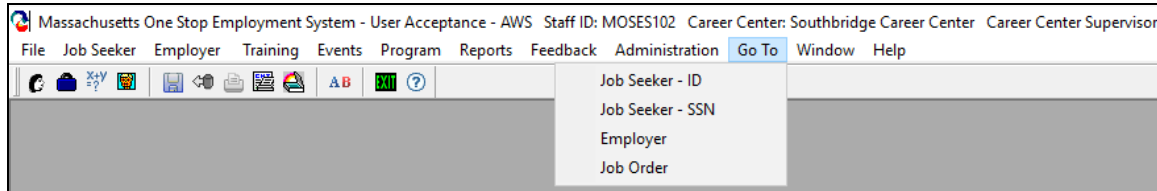


2. Enter the Job Seeker social security number, then click the **OK** button. (This brings you to the **Basic** Tab of the Job Seeker membership.



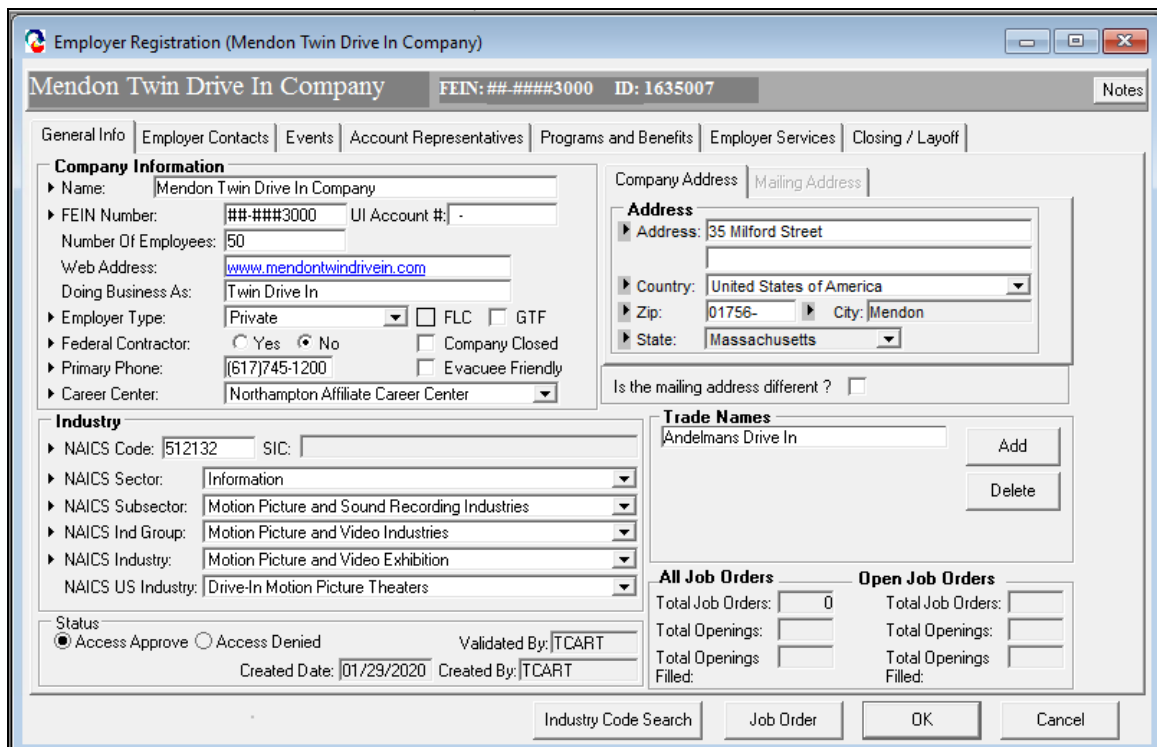
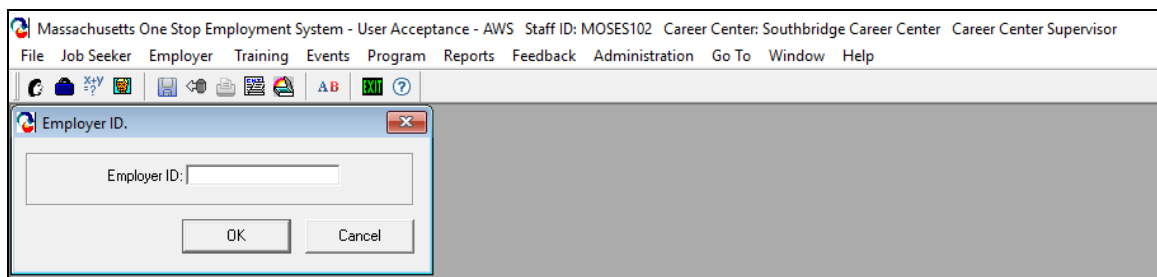
To Search for an Employer Record

1. Select **Employer** on the drop-down list.



2. Enter the Employer ID number, then click the **OK** button.

This will bring you to the **General Information** tab of the Employer Record.



Employer Registration (Mendon Twin Drive In Company)

Mendon Twin Drive In Company FEIN: ## ####3000 ID: 1635007

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | Employer Services | Closing / Layoff

Company Information

▶ Name: Mendon Twin Drive In Company

▶ FEIN Number: ## ####3000 UI Account #: -

Number Of Employees: 50

Web Address: www.mendontwindrivein.com

Doing Business As: Twin Drive In

▶ Employer Type: Private ☐ FLC ☐ GTF

▶ Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

▶ Primary Phone: (617)745-1200 ☐ Evacuee Friendly

▶ Career Center: Northampton Affiliate Career Center

Address

▶ Address: 35 Milford Street

▶ Country: United States of America

▶ Zip: 01756- ▶ City: Mendon

▶ State: Massachusetts

Is the mailing address different ? ☐

Industry

▶ NAICS Code: 512132 SIC:

▶ NAICS Sector: Information

▶ NAICS Subsector: Motion Picture and Sound Recording Industries

▶ NAICS Ind Group: Motion Picture and Video Industries

▶ NAICS Industry: Motion Picture and Video Exhibition

NAICS US Industry: Drive-In Motion Picture Theaters

Status

☒ Access Approve ☐ Access Denied Validated By: TCART

Created Date: 01/29/2020 Created By: TCART

Trade Names

Andelmans Drive In Add Delete

All Job Orders

Total Job Orders: 0 Total Openings: Filled:

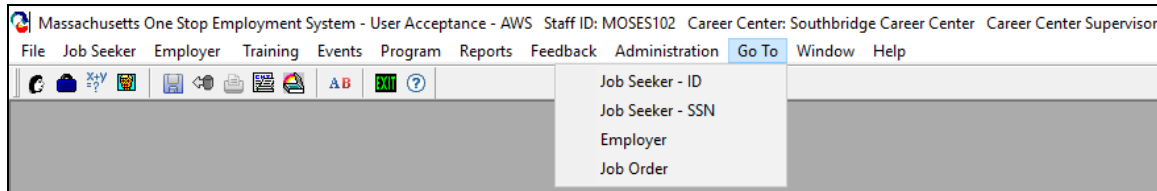
Open Job Orders

Total Job Orders: Total Openings: Filled:

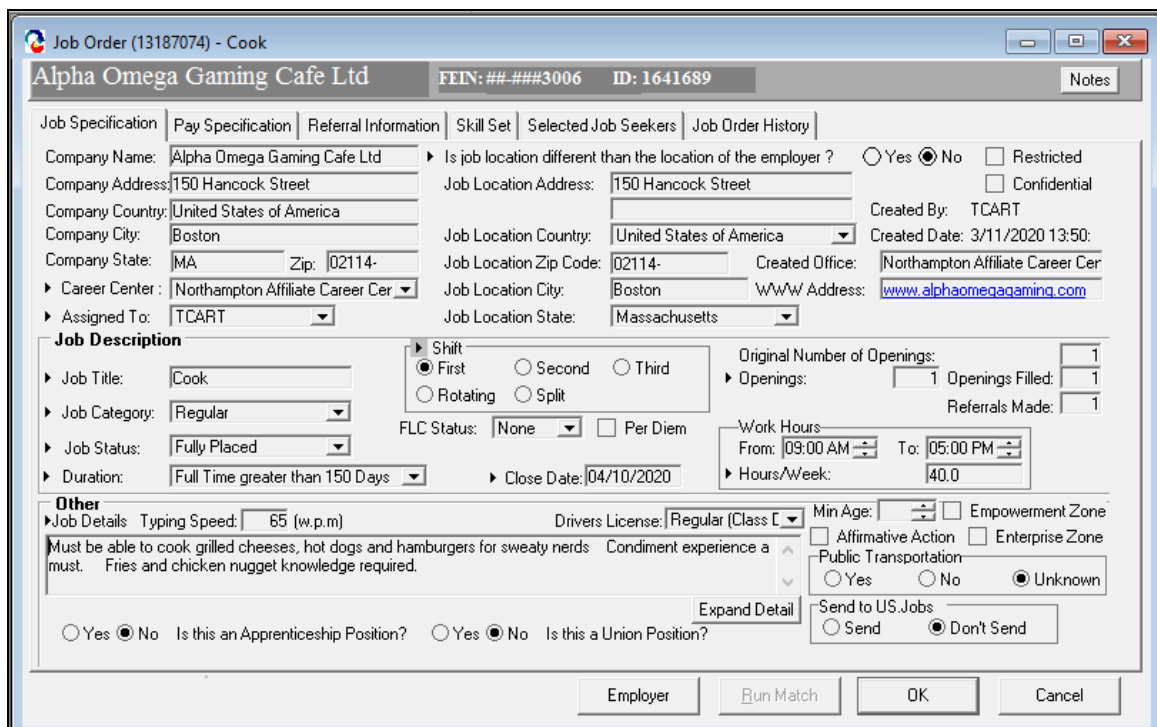
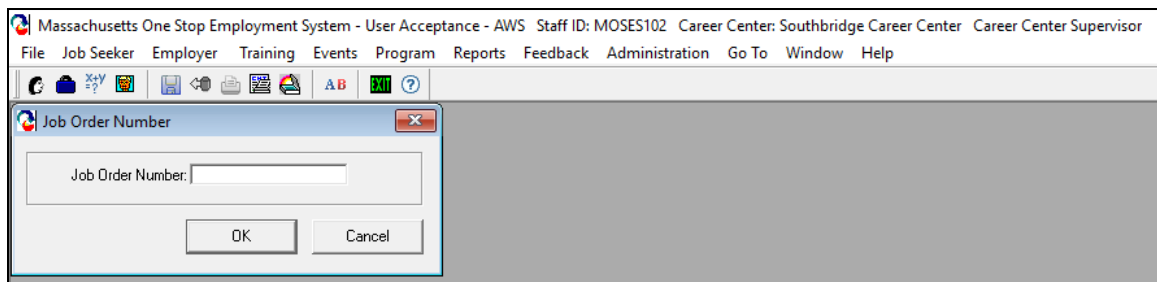
Industry Code Search Job Order OK Cancel

To Search for a Job Order

1. Select **Job Order** on the drop-down list.



2. Enter the Employer **Job Order number**, then click the **OK** button.
This will bring you to the **Job Specification** tab of the Employer Job Order.



Job Order (13187074) - Cook

Alpha Omega Gaming Cafe Ltd FEIN: ## ###3006 ID: 1641689

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Alpha Omega Gaming Cafe Ltd Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted
Company Address: 150 Hancock Street Job Location Address: 150 Hancock Street ☐ Confidential
Company Country: United States of America Created By: TCART
Company City: Boston Job Location Country: United States of America Created Date: 3/11/2020 13:50:
Company State: MA Zip: 02114 Job Location Zip Code: 02114 Created Office: Northampton Affiliate Career Cer
Career Center: Northampton Affiliate Career Cer Job Location City: Boston WWW Address: www.alphaomegagaming.com
Assigned To: TCART Job Location State: Massachusetts

Job Description

Job Title: Cook Shift: ☒ First ☐ Second ☐ Third
Job Category: Regular ☐ Rotating ☐ Split
Job Status: Fully Placed FLC Status: None ☐ Per Diem
Duration: Full Time greater than 150 Days Close Date: 04/10/2020
Original Number of Openings: 1
Openings: 1 Openings Filled: 1
Referrals Made: 1
Work Hours: From: 09:00 AM To: 05:00 PM
Hours/Week: 40.0

Other

Job Details Typing Speed: 65 (w.p.m) Drivers License: Regular (Class E) Min Age: Empowerment Zone
Must be able to cook grilled cheeses, hot dogs and hamburgers for sweaty nerds Condiment experience a
must. Fries and chicken nugget knowledge required.
☐ Affirmative Action ☐ Enterprise Zone
☐ Public Transportation
☐ Yes ☐ No ☒ Unknown
Send to US Jobs
☐ Send ☒ Don't Send

☐ Yes ☒ No Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position?

Employer Run Match OK Cancel

Window

Overview

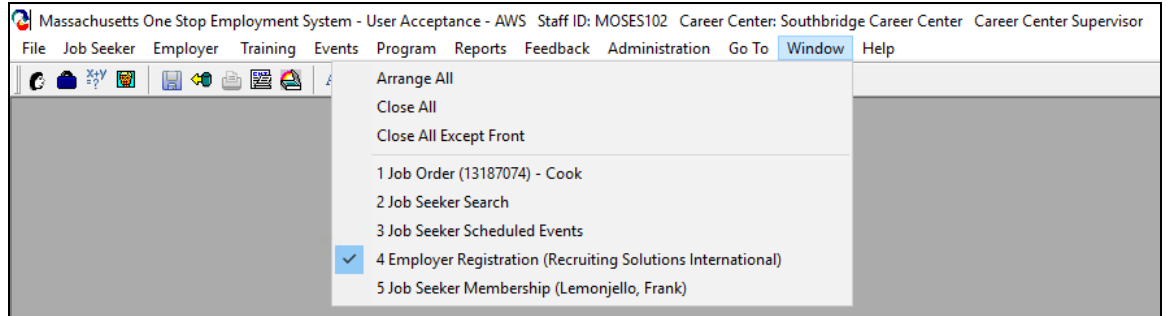
The **Window** feature on the MOSES main menu bar can be used to view multiple MOSES records at the same time.

The feature allows the user to:

- Arrange all of the open records to view.
- Close all of the open records.
- Close all except front record.
- Move from one open record to another.

To View more than one open record at a time

1. Click the **Window** feature on the MOSES main menu bar.

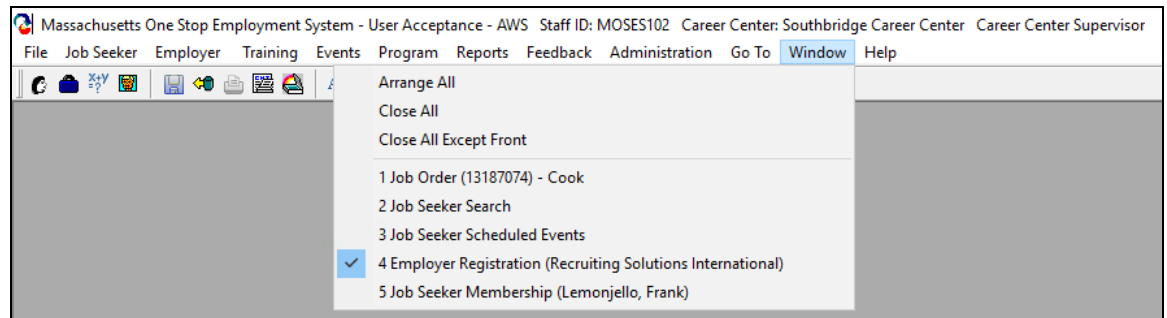


You can toggle between records by placing the check mark next to the record that you are interested in viewing.

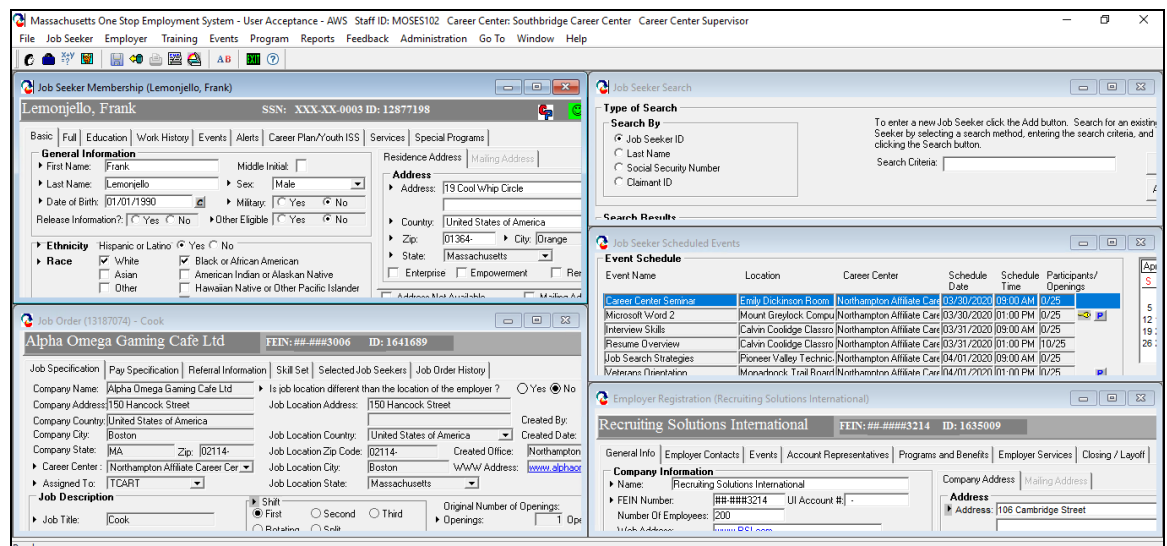


A list of all open records will appear when clicking on the **Window** feature. They are displayed on the *bottom half* of the drop-down menu. A check mark indicates which record you are currently in.

2. Select **Arrange All** on the drop-down list.

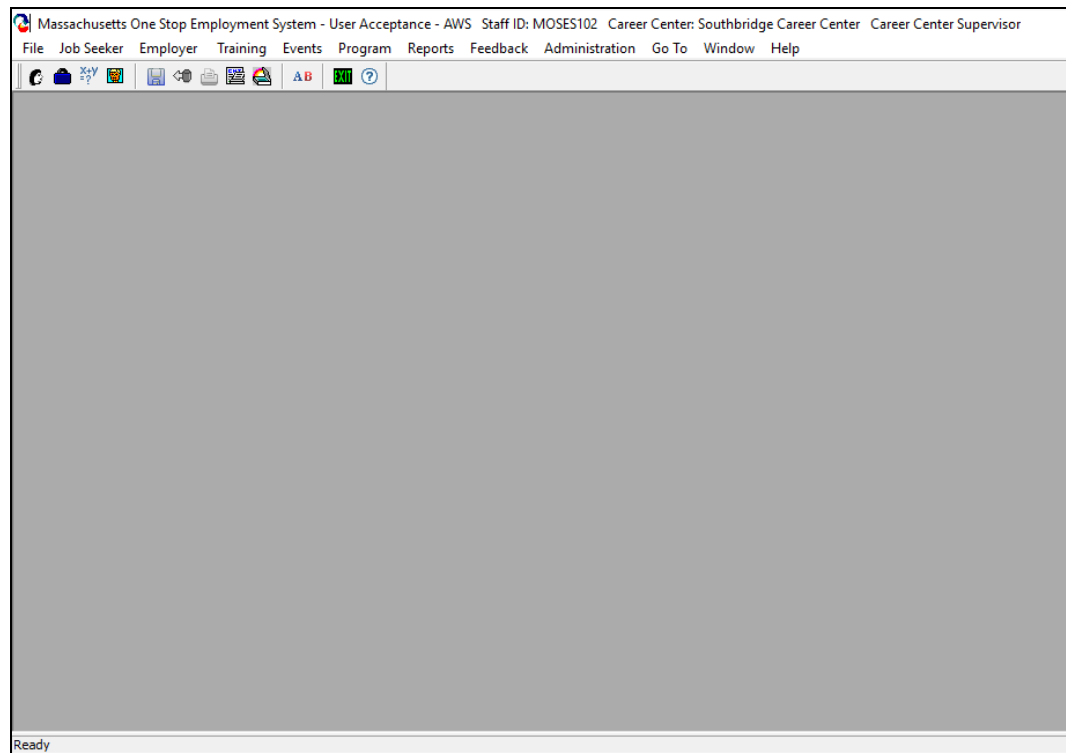
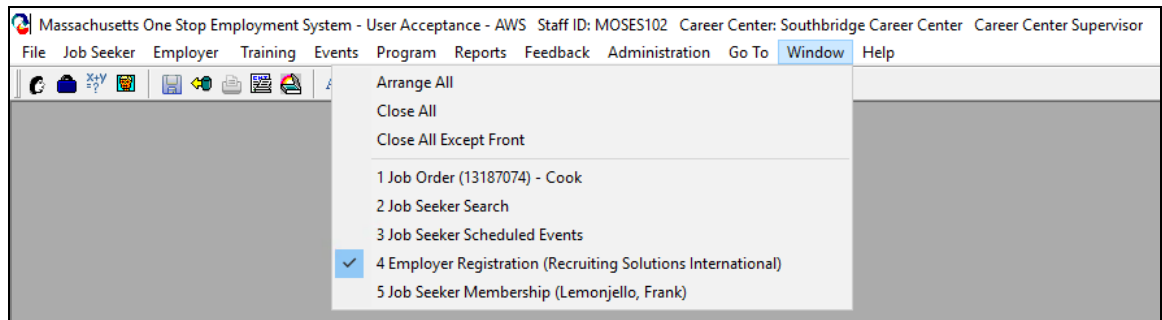


3. It will display *all* of the MOSES records that are open on your computer.



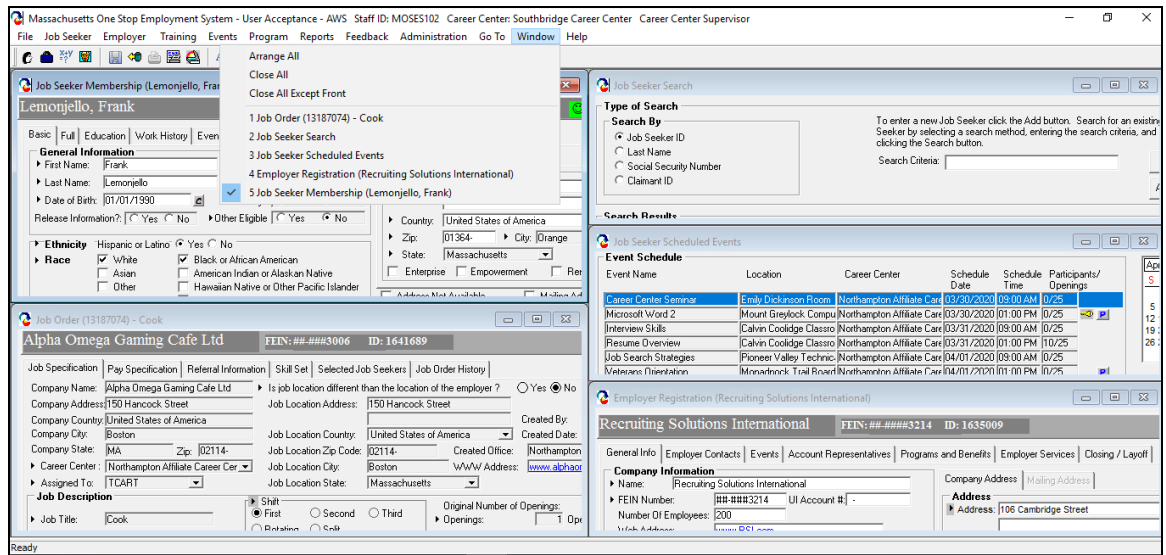
To Close open records

1. Select **Close All** to close all of the open MOSES records on your computer.



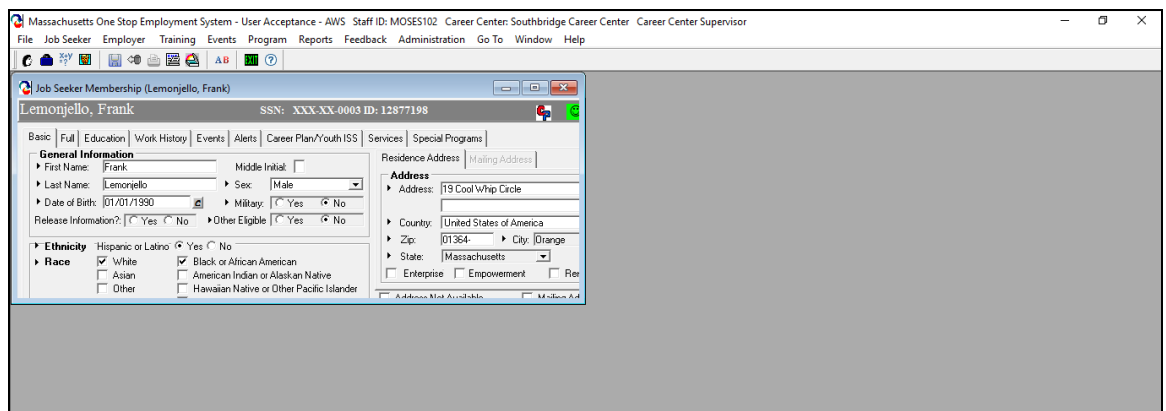
To Close All Except Front

1. Select **Close All Except Front** to close all of the open MOSES records on your computer except for the record that is designated with the check mark (the front record).



2. **Close All Except Front** will leave only one record open.

The record can be re-adjusted to full screen size by using the maximize button at the top right corner of the record.



Massachusetts One Stop Employment System - User Acceptance - AWS Staff ID: MOSES102 Career Center: Southbridge Career Center Career Center Supervisor

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

SSN: XXX-XX-0003 ID: 12877198

Lemonjello, Frank

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Information

First Name: Frank Middle Initial:

Last Name: Lemonjello Sex: Male

Date of Birth: 01/01/1990 Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No

Race ☒ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 03/06/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info Complete On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Residence Address Mailing Address

Address

Address: 19 Cool Whip Circle

Country: United States of America

Zip: 01364 City: Orange

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - Email:

Other Phone: () -

Web Address: Prefers Email: ☐

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Ready

Help

Overview

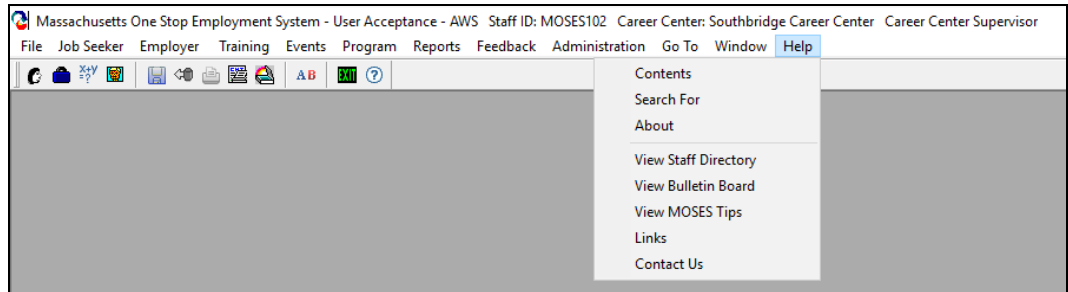
The **Help** feature on the MOSES main menu bar can be used to answer technical “how to” questions as well as provide information between Career Centers and various internet web sites.

The feature allows the user to:

- View MOSES (statewide) staff member contact information.
- Move to screens once logged onto MOSES.
- Link quickly to numerous helpful websites such as MassHire CIS, Job Posting sites and MJQ.

Using Contents in MOSES

1. Click the **Help** feature on the MOSES main menu bar.

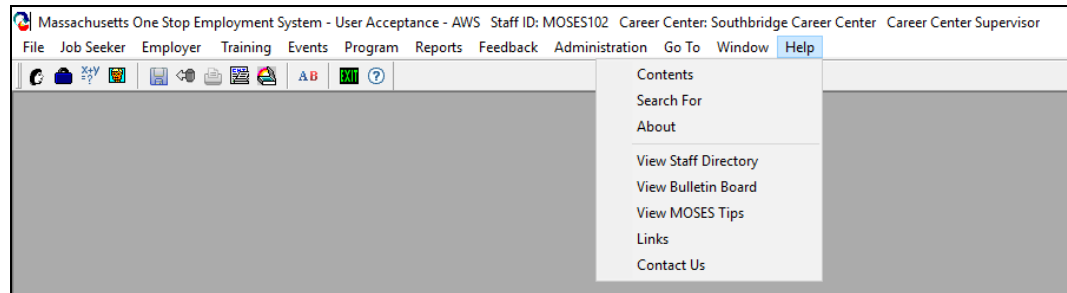


2. **Contents** and **Search For** were a way to access the original MOSES manual from 2000.

These features became inactive when an Oracle update was done and the features no longer work. (Plus, it is the original manual.)

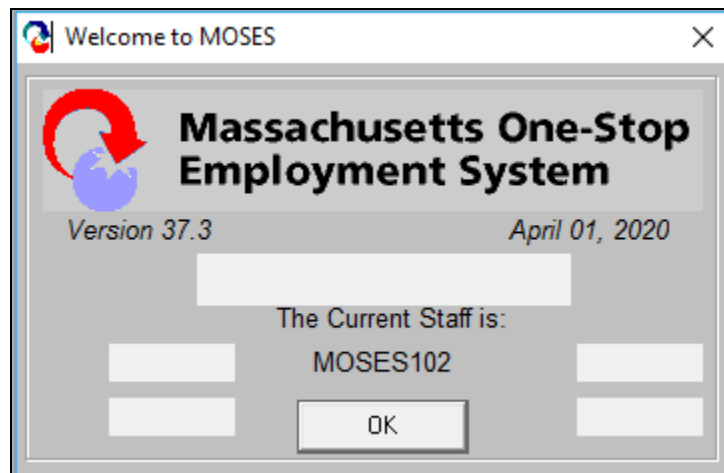
Using About in MOSES

1. Select **About** to view the current staff member logged on to the computer.



2. If you are working in MOSES, the **MOSES User ID** should be yours. Shown is the MOSES version number.

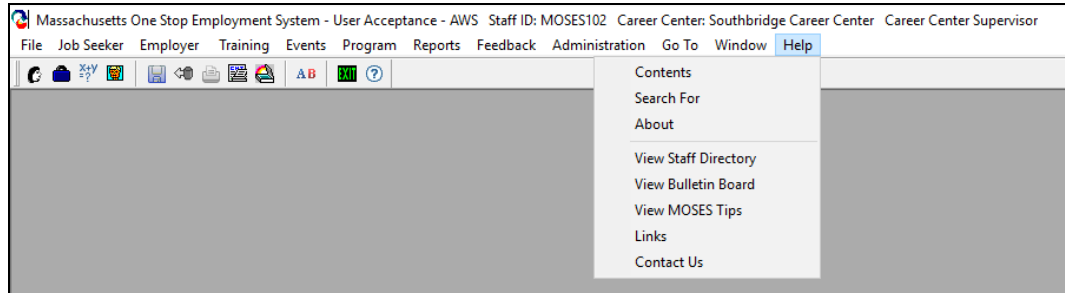
*In this example it is **Version 37.3** and displays **today's date**.*



Using Staff Directory in MOSES

1. **View Staff Directory** is an excellent way to identify, look up and/or contact staff that work with MOSES.

All MOSES users are listed in the directory.



This information is taken from the **Bulletin Board** page of MOSES.

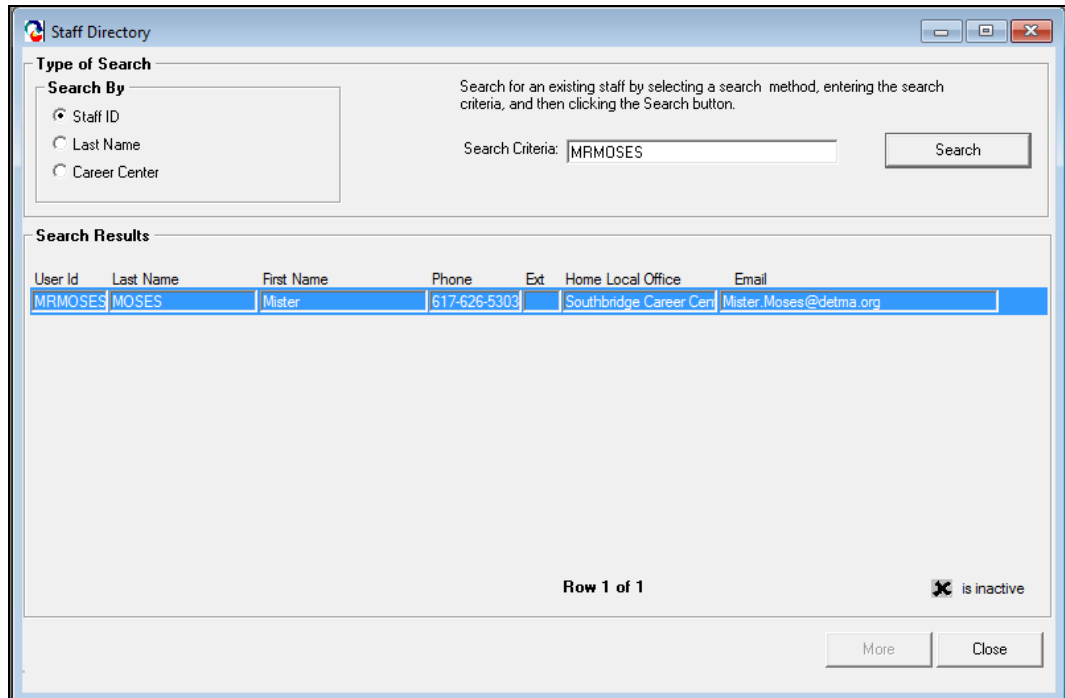
The information is only as accurate as your information on this screen.

Verify and update as necessary.

The search will result in the staff members User ID, Last Name, First Name, Telephone Number, Extension, Home Local Office and work Email.

2. **View Staff Directory** will search MOSES using the individuals **Staff ID**, **Last Name** or by **Career Center**.

This is an example of by Staff ID



User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email
MRMOSES	MOSES	Mister	617-626-5303		Southbridge Career Cen	Mister.Moses@detma.org

Row 1 of 1

More Close

3. **View Staff Directory** will search MOSES using the individuals **Staff ID**, **Last Name** or by **Career Center**.

This is an example by Last Name

Staff Directory

Type of Search

Search By

☐ Staff ID

☒ Last Name

☐ Career Center

Search for an existing staff by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:


Search Results

User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email
JMCCA3	McCarthy	John	978-534-1481	215	Central Mass Rapid Res	@gmail.com
JAMCCA	McCarthy	Alison	508-894-4796		Brockton UITCC	@gmail.com
JMCCA1	McCarthy	Jim	617-542-9292	635	AAA Deactivated Users	@gmail.com
JDMCCA	McCarthy	Darlene	508-732-5305		AAA Deactivated Users	@gmail.com
JKMCCA	McCarthy	Kevin	508-990-4158		AAA Deactivated Users	@gmail.com
JSMCCA	McCarthy	Susan	508-894-4790		AAA Deactivated Users	@gmail.com
JJMCCA	McCarthy	Jan	508-222-1950		AAA Deactivated Users	@gmail.com
JCMCCA	McCarthy-Lavoie	Carol	978-446-2491		Lowell Career Center	

Row 1 of 8

☒ is inactive



An  after their email address means that the staff user has been inactivated in MOSES.

4. **View Staff Directory** will search MOSES using the individuals **Staff ID**, **Last Name** or by **Career Center**.

*This example shows a look up by **Career Center**.*

It will list MOSES users in that Career Center.

Staff Directory

Type of Search

Search By

☐ Staff ID

☐ Last Name

☒ Career Center

Search for an existing staff by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: Northeast Rapid Response

Search

Search Results

User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email
LBROW	Brown	Lisa	781-691-7413		Northeast Rapid Respon	@gmail.com
JNDISL	Disla-Shannon	Norca	978-722-7013		Northeast Rapid Respon	@gmail.com
SFERRADI	Femier	Scott	617-626-6428		Northeast Rapid Respon	@gmail.com


Row 1 of 3

is inactive

More

Close



An  after their email address means that the staff user has been inactivated in MOSES.



It will list all MOSES users for the Career Center alphabetically by last name.



Career Center is defined in this case as the MOSES office / location.

That could be the Career Center, a Workforce Board, a CBO, or any office location that uses MOSES.

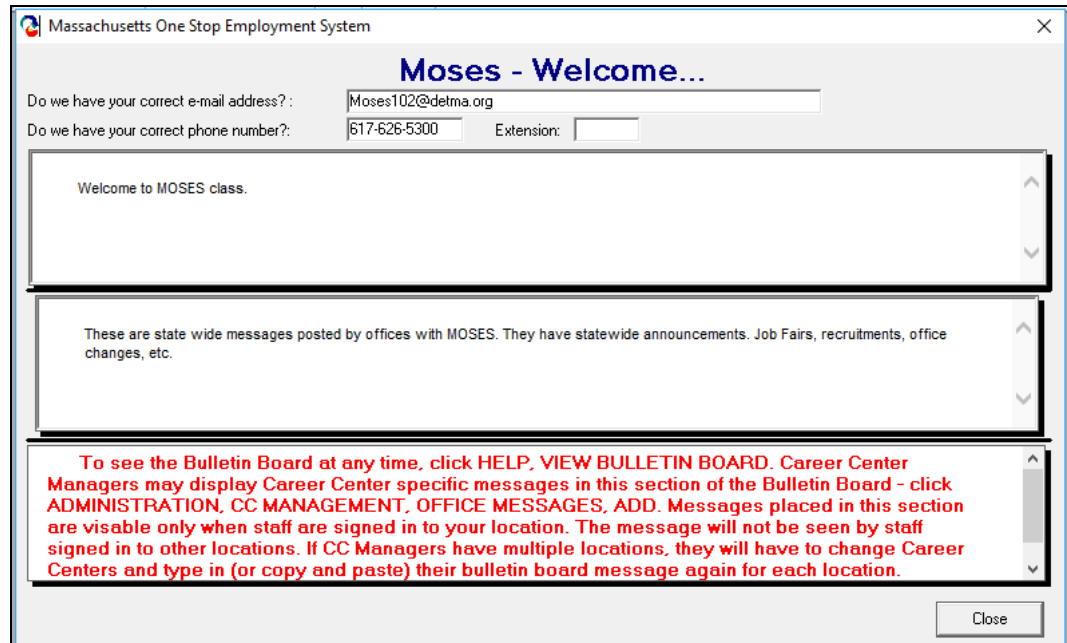
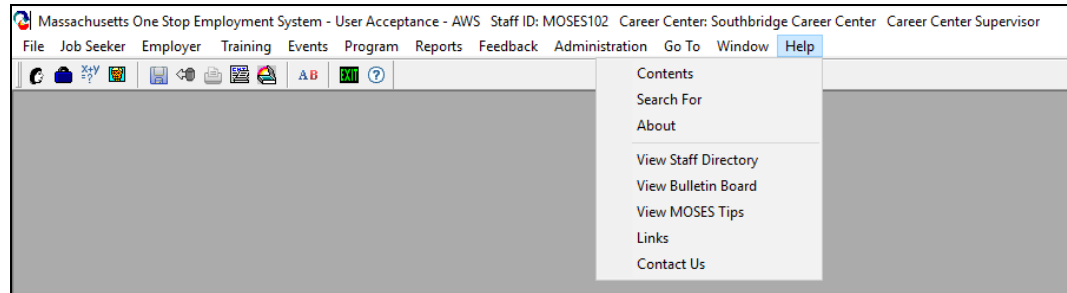
In the above example it is a Rapid Response location. But you could as an example look up Saint Francis House, and their staff would be listed.



Remember that MOSES displays information in batches of 50. At some offices you will need to click the **More** button to get everyone.

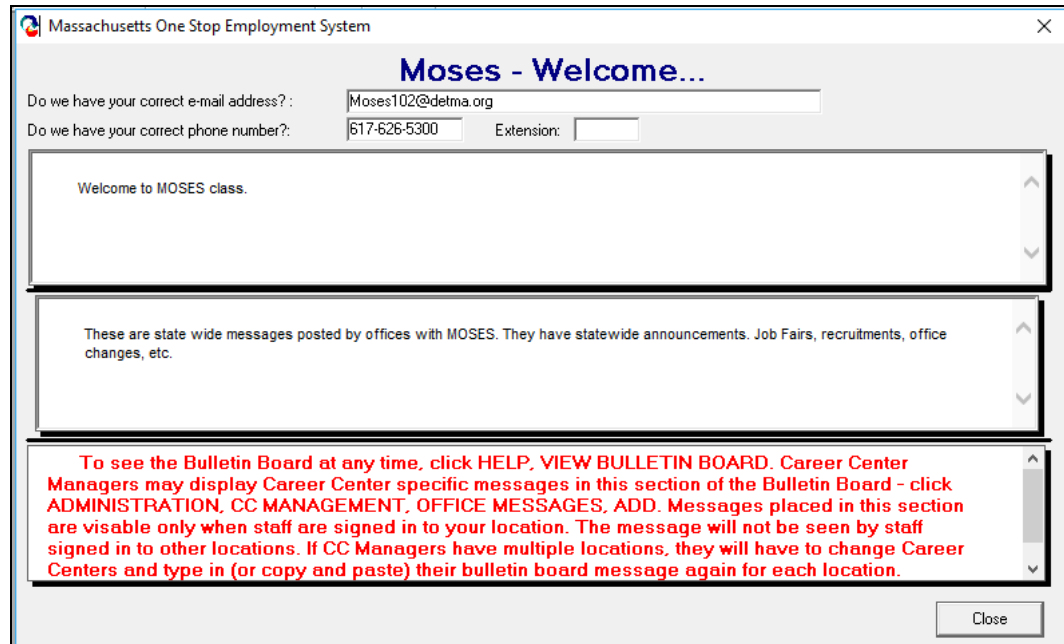
Using Bulletin Board in MOSES Help

1. **View Bulletin Board** will bring you to the MOSES Bulletin Board that you saw when logging on to the system.



2. The **Bulletin Board** asks if your email address and telephone number are correct.

If they are not, please update.



Massachusetts One Stop Employment System

Moses - Welcome...

Do we have your correct e-mail address? :

Do we have your correct phone number?: Extension:

Welcome to MOSES class.

These are state wide messages posted by offices with MOSES. They have statewide announcements. Job Fairs, recruitments, office changes, etc.

To see the Bulletin Board at any time, click **HELP, VIEW BULLETIN BOARD**. Career Center Managers may display Career Center specific messages in this section of the Bulletin Board - click **ADMINISTRATION, CC MANAGEMENT, OFFICE MESSAGES, ADD**. Messages placed in this section are visible only when staff are signed in to your location. The message will not be seen by staff signed in to other locations. If CC Managers have multiple locations, they will have to change Career Centers and type in (or copy and paste) their bulletin board message again for each location.

Close



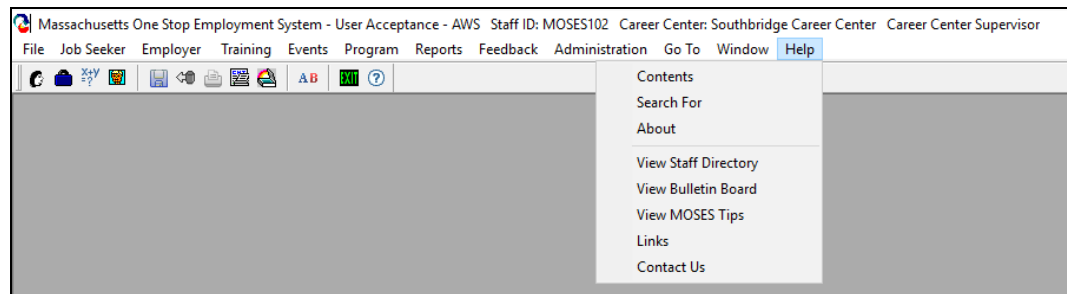
The MOSES Administrators utilize the upper section to make announcements pertaining to MOSES that are viewable statewide.

The lower section displays messages for your career center announcements. These are only visible to you and people in your office.

The middle section are career center announcements posted statewide. (Job fairs, recruitments, etc.)

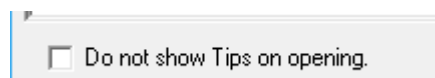
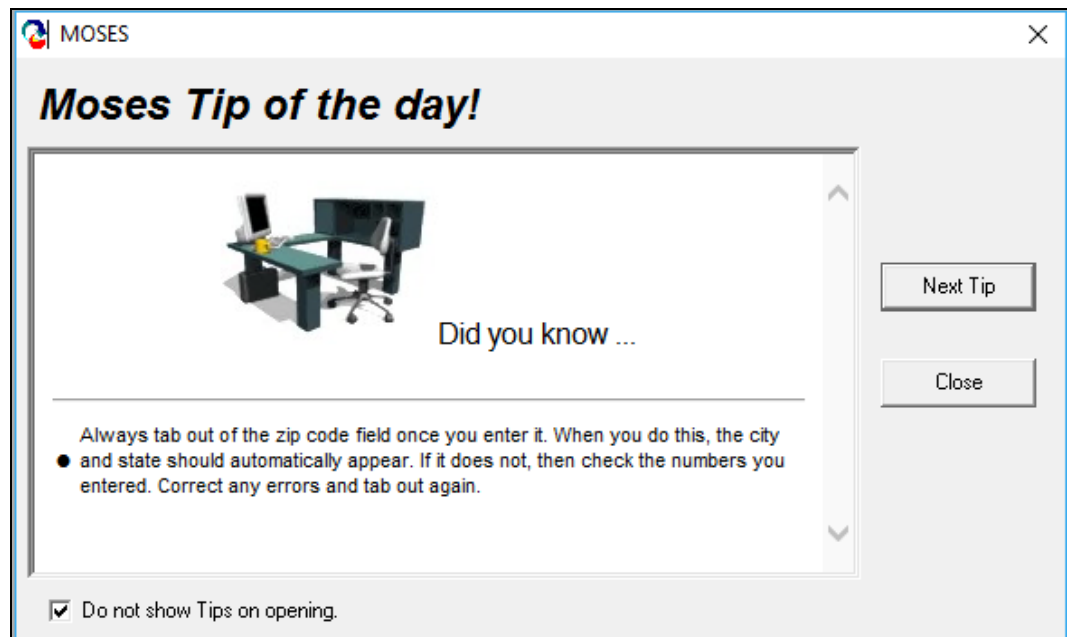
Using View MOSES Tips in MOSES

1. Select **View MOSES Tips** from the drop-down list.



2. **View MOSES Tips** is another screen that you passed when logging on to the system.

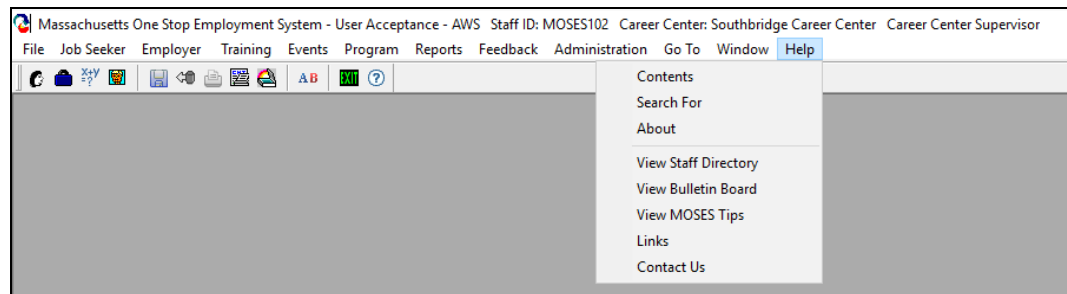
You can view tips once you have passed the initial log on screens or you can change your preference to show tips again if you have previously turned the feature off.



Allows you to Turn off **or** Turn on the Tips.

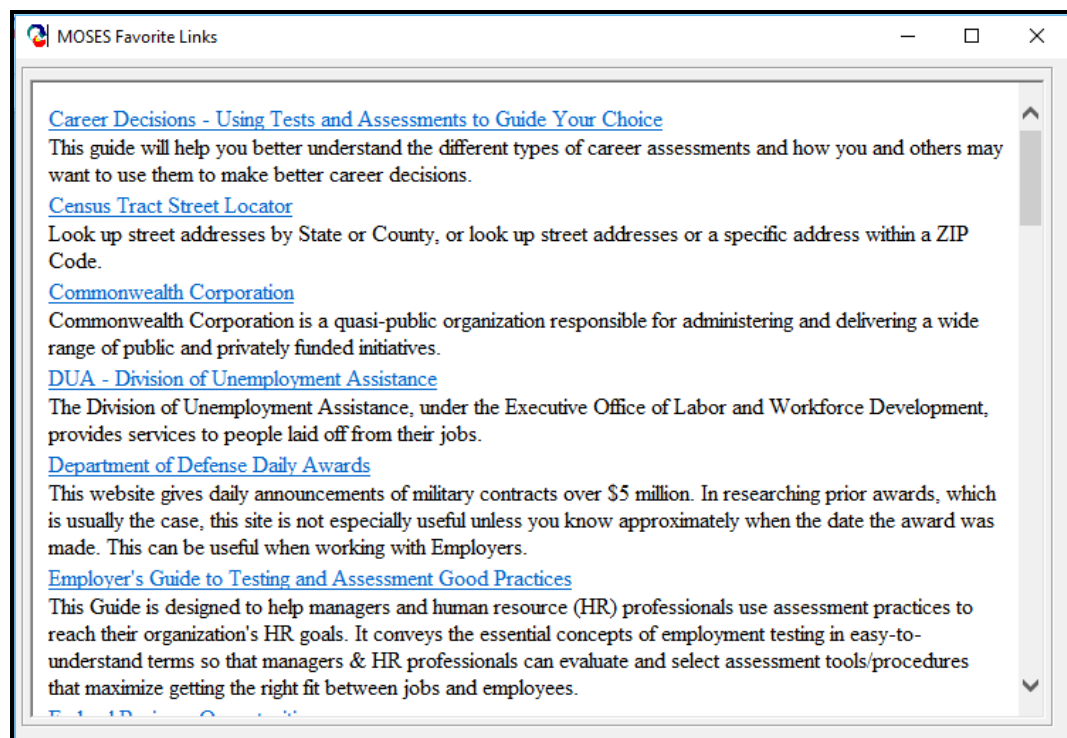
Using Links in MOSES

1. Select **Links** from the drop-down list.



2. **Links** opens a **MOSES Favorite Links** window.

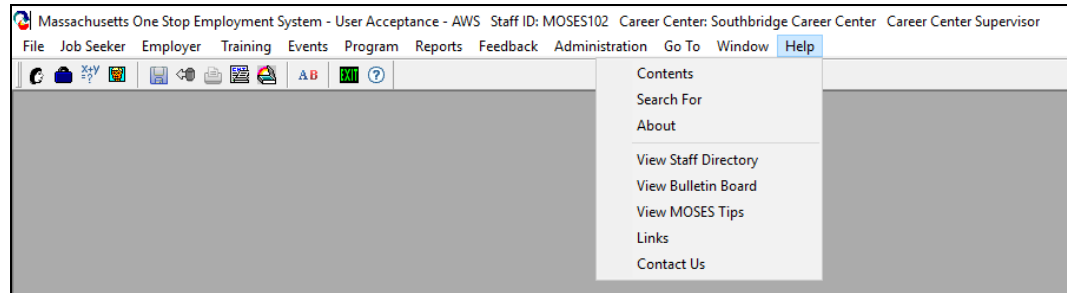
A helpful listing of sites such as MassHire JobQuest, MassHire Career Information Systems, Labor Market Information sites, FEIN Look-ups sites, postal code information, Youth, Veteran and Job listing websites.



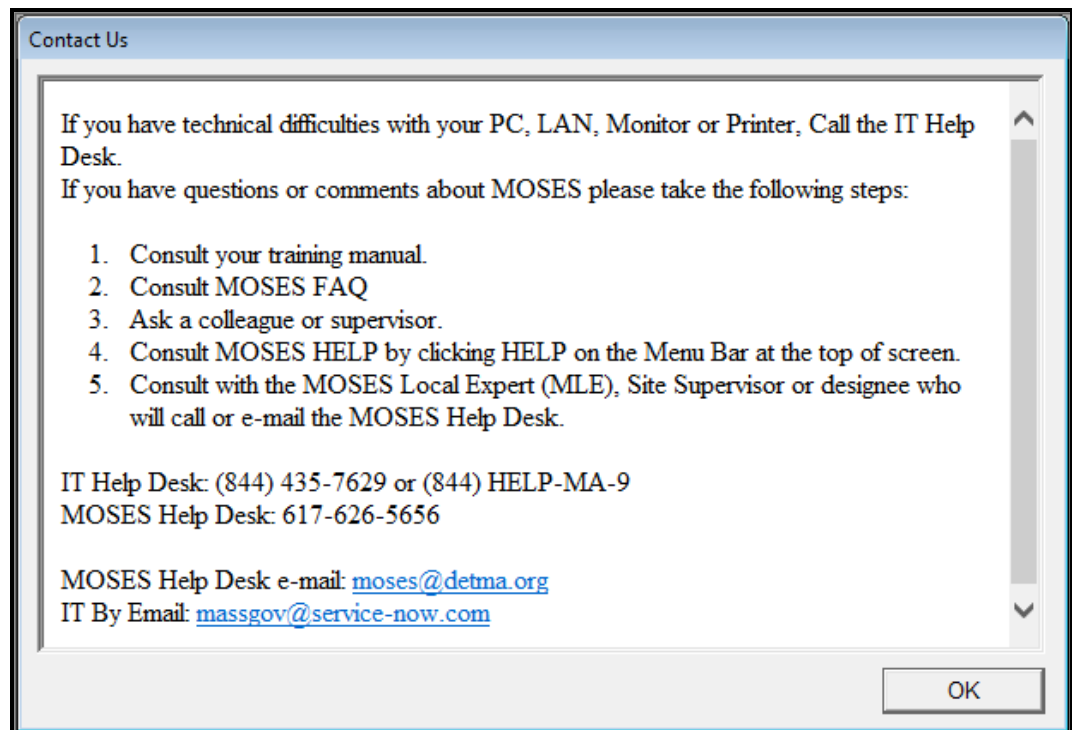
New websites and resources can be easily added.

Using Contact Us in MOSES

1. Select **Contact Us** from the drop-down list.



2. **Contact Us** gives detailed instructions for getting help with MOSES, the MOSES Help Desk or IT Help Desks.



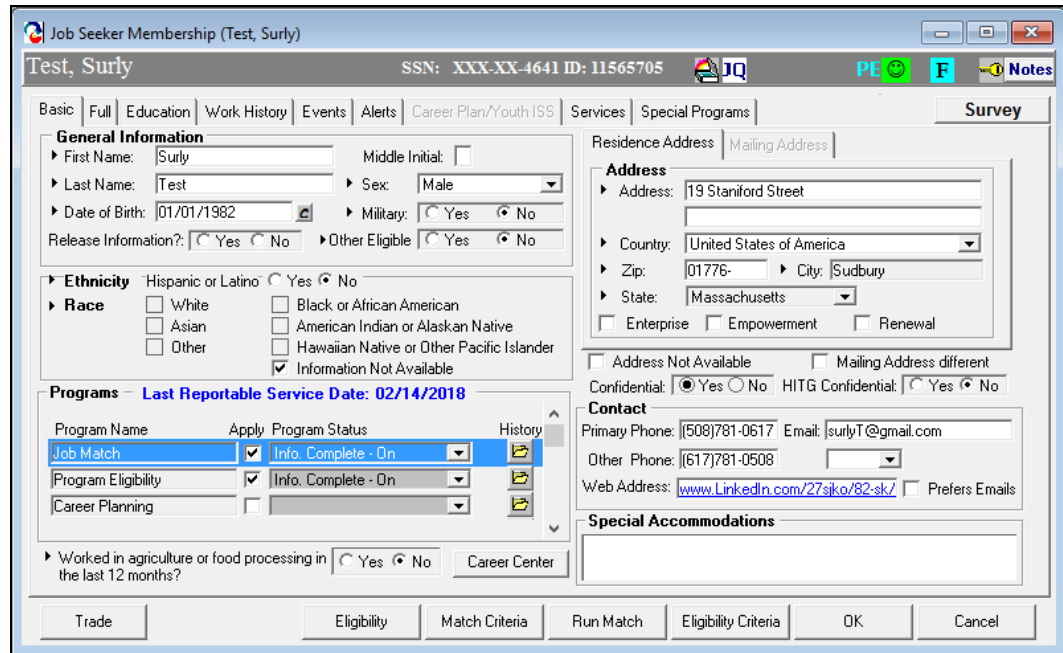
NOTE: Depending on who your *employer* is determines which **IT Help Desk** to contact.


The information listed for IT Help Desk is for State employees.

Partner staff or Agencies may have their own IT department.

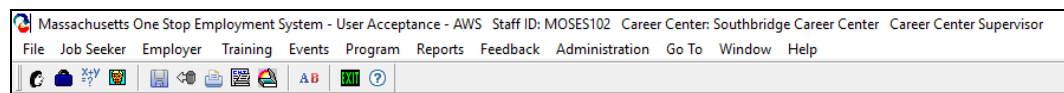
Scanned Documents

1. Open the Job Seeker record.

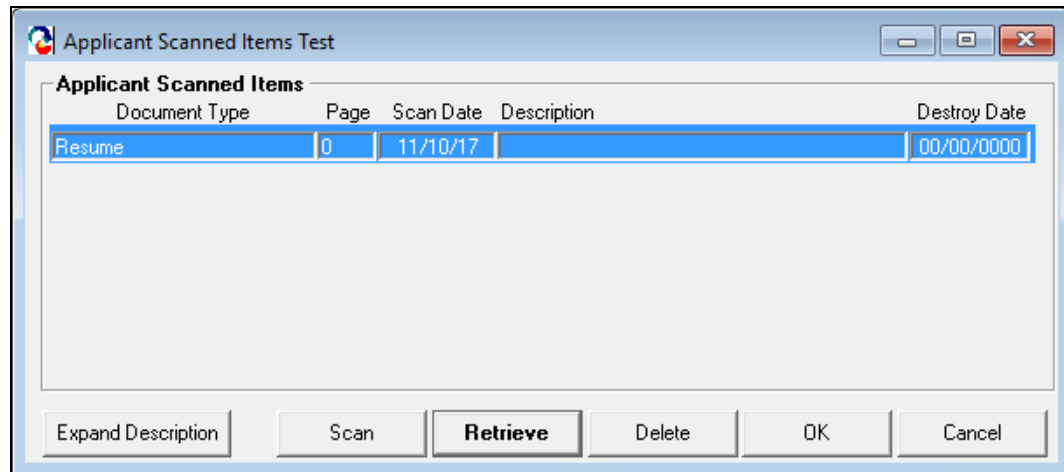


2. **Note** the  Scan icon on the Job Seekers record.
This identifies that the record has a scanned document(s) in it.

3. On the main tool bar. Click on the scan  icon.



4. This will open the **Applicant Scanned Items** window.

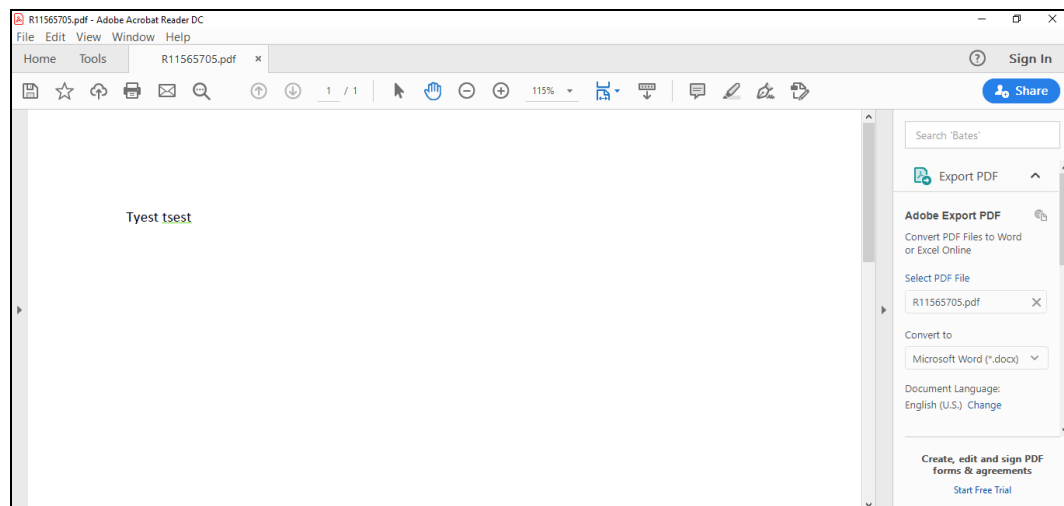


5. Click on the **Retrieve** button.

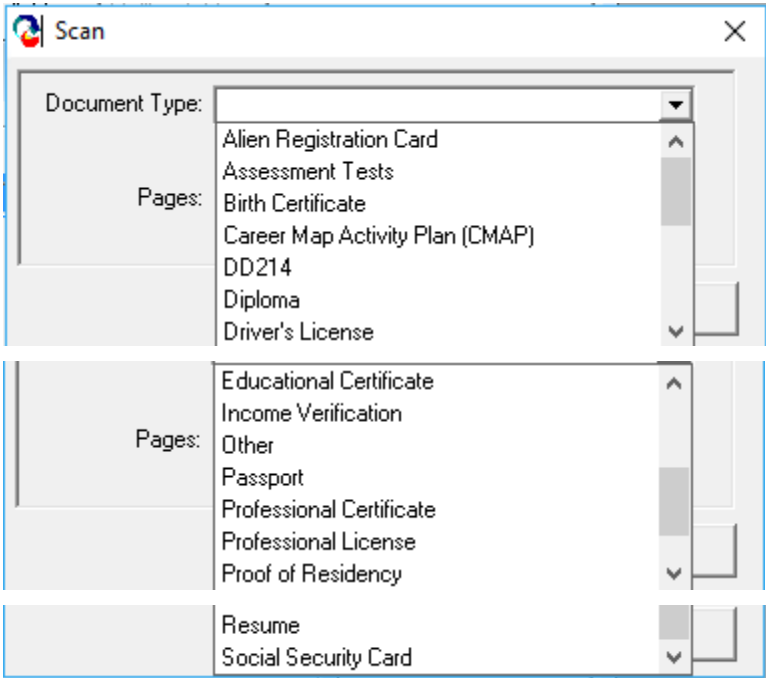


6. This will open the document in Adobe Acrobat Reader.

All items will be saved as PDFs when scanned into MOSES / JobQuest.



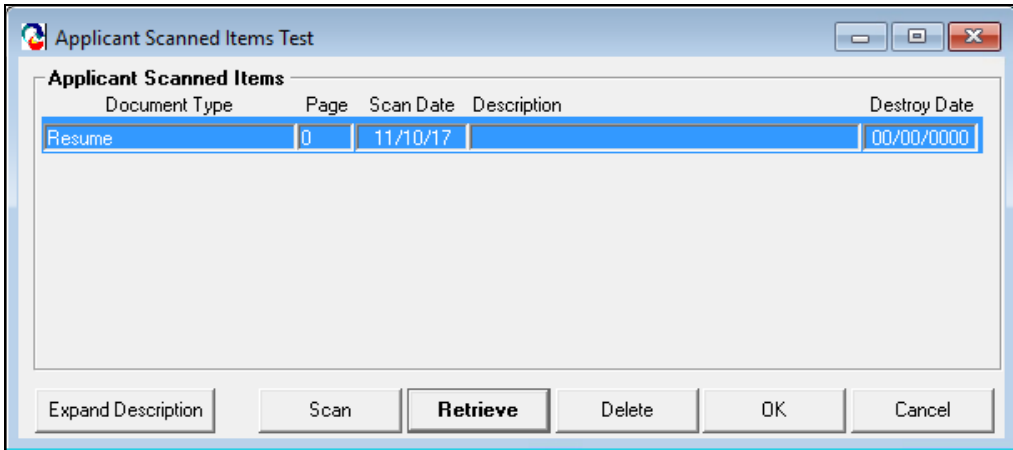
The List of Document Types that can be Stored



The 'Scan' window displays a list of document types that can be stored. The list is organized into three sections, each with a 'Pages:' label and a scrollable list of document types. The first section includes Alien Registration Card, Assessment Tests, Birth Certificate, Career Map Activity Plan (CMAP), DD214, Diploma, and Driver's License. The second section includes Educational Certificate, Income Verification, Other, Passport, Professional Certificate, Professional License, and Proof of Residency. The third section includes Resume and Social Security Card.

Section	Document Type
Pages:	Alien Registration Card
	Assessment Tests
	Birth Certificate
	Career Map Activity Plan (CMAP)
	DD214
	Diploma
	Driver's License
Pages:	Educational Certificate
	Income Verification
	Other
	Passport
	Professional Certificate
	Professional License
	Proof of Residency
Pages:	Resume
	Social Security Card

7. In the **Applicant Scanned Items** window just click on **Scan** to initiate the scanning process.



The 'Applicant Scanned Items Test' window displays a table of scanned items. The table has five columns: Document Type, Page, Scan Date, Description, and Destroy Date. The first row shows 'Resume' as the document type, '0' as the page number, '11/10/17' as the scan date, and '00/00/0000' as the destroy date. Below the table are buttons for 'Expand Description', 'Scan', 'Retrieve', 'Delete', 'OK', and 'Cancel'.

Document Type	Page	Scan Date	Description	Destroy Date
Resume	0	11/10/17		00/00/0000



Each document type can hold 99 pages of material.

Updating Personal Information in MOSES

Standard Practice / Guidelines

For *updates* of Job Seeker / Customer Personal Information in MOSES, here is the recommended documentation that is suggested to have and the process to be followed.

Personal Information is on the **Basic** tab

The screenshot shows the 'Job Seeker Membership' form for 'Collie, Aiden' with SSN: XXX-XX-0005 ID: 12877208. The 'Basic' tab is selected. The form includes sections for General Information, Address, Ethnicity, Race, Programs, and Contact. The 'Job Match' program is highlighted in the Programs section.

Job Seeker Membership (Collie, Aiden)
SSN: XXX-XX-0005 ID: 12877208

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Aiden Middle Initial: ☐
Last Name: Collie Sex: Nonbinary
Date of Birth: 01/02/1988 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No
Race ☒ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs - Last Reportable Service Date: 03/30/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

☐ Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No **Career Center**

Address

Residence Address | Mailing Address
Address: 19 Staniford Street
Country: United States of America
Zip: 02110 City: Boston
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (508)664-2515 Email: iruletheworld@gmail.com
Other Phone: (508)664-2516 Cell: ☐
Web Address: ☐ Prefers Emails: ☒

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Name Changes:

If your current name doesn't match the one that appears in MOSES or needs to be updated, you must prove your legal name change in order to update a name.

If multiple name changes, documentation for each name change must be provided.

You will need to provide one of the following:

- Marriage Certificate (*must be issued from the municipality*)
- Divorce Decree
- Court Document
- Social Security Card (actual blue and white card) with your new name

Address Changes:

- Lease or rental agreement
- Insurance documents, like homeowner's, renter's, or life insurance policy or statement
- Mortgage deed, if it states that the owner uses the property as the primary residence
- Mortgage or rental payment receipt
- Driver's license, state ID, or change of address card
- Mail from motor vehicle or other government agencies with your address(s) listed
- Official school documents, including school enrollment, ID cards, report cards, or housing documentation
- Internet, cable, or other utility bill (including any public utility like a gas or water bill) or other confirmation of service (including a utility hook up or a work order)
- Phone bill showing your address (cell phone or wireless bills are acceptable)
- Statement from bank or financial institution showing your address
- U.S. Postal Service change of address confirmation letter
- Pay stub showing your address
- Letter from a current or future employer that you've relocated for work
- Voter registration card showing your name and address
- Moving company contract or receipt showing your address
- Naturalization Papers signed and dated within the last 60 days or Green Card, Education Certificate or VIA (if you moved to the U.S. from another country)
- Document from the Department of Corrections, jail, or prison indicating recent release or parole, including an order of parole, order of release, or an address certification
- Property tax bill or receipt;
- Copy of federal or MA income tax return filing not more than 18 months old, with proof of filing;
- Residential rental contract for an apartment or other rental property with the current, formal contract or agreement between the landlord and tenant which includes all signatures;
- Major credit card and department/retail store credit card bills (Wal-Mart, Sears, Lowe's, Exxon, etc);
- Residential service contract (refers to services performed at the address of residence; for example, cable or satellite television, TV repairs, lawn service or exterminator contract);
- Voter registration card;
- Selective service card.

Sex (formerly Gender):

(Mass Workforce Issuance 100 DCS 18.10)

Proof of Age *(if required / needed):*

- Baptismal Record
- Birth Certificate
- DD-214, Report of Transfer or Discharge Paper
- Driver's License (with Photo and Date of Birth)
- Federal, State or Local Government Identification Card that includes a birth date
- Selective Service Card
- Hospital Record of Birth
- Passport (as long as the passport includes the date of birth)
- Public Assistance\Social Service Records
- School Records\Identification Card
- Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only)
- Unexpired Alien Registration Card/Documents indicating authorization to work in the United States I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-565 or N-570) I-94 Arrival/Departure Form

Ethnicity:

(No data validation required)

Military:

(Separate policy forthcoming)

Other Eligible:

(Separate policy forthcoming)

**Duplicate Social Security number in MOSES
(or used in multiple records):**

Social Security number proof may be confirmed by presenting one of the following documents:

- Social Security Card (actual blue and white card)
- W-2 Form
- SSA 1099 Form
- Non-SSA 1099 Form
- Pay stub (must contain name and social security number)
- Social Security card bearing applicant's full name, Social Security number, and signature
- Pay statement reflecting full name and full Social Security number
- W-2 (wage and tax statement) reflecting full name and full Social Security number
- 1099 Form reflecting full name and full Social Security number

Source Documents must be original.

Computer printouts for online pay statements, W-2s, 1099s, etc., are considered original.

The documentation shown should not be kept or reproduced, rather a **Note** in the MOSES Job Seeker / Customer record should identify the documentation shown and the field altered / updated.

This section is part of the Proof of Lawful Presence requirements used by Homeland Security and Federal / State Agencies.
(Social Security, Registry of Motor Vehicles, etc....)

Social Media data entry in MOSES

Standard Practice, Recommendations & Guidelines

All communications conducted with a job seeker customer or youth through ***e-mail*** or any ***social media*** must be recorded in MOSES and the correct Service entered on the appropriate **Service** tab.

Each entry must be accompanied by a Note in the MOSES **Notes** section that documents the date of the communication and a summary of the content of the communication exchange.

How the summary of information was received must be included in the **Note**; type of social media (Email, Facebook, Instagram, Twitter, Zoom, LinkedIn, Snapchat, etc.).

Contact with Job Seekers and Youth via *e-mail or social media* must be recorded into MOSES as appropriate. There are instances when the exchange of information between the job seeker or youth, and the staff triggers continued participation (**blue/bold**) in services and there are instances when it does **not**.

Blue/ bold services may be entered in MOSES for a customer when an *e-mail or social media* communication results in meaningful exchanges related to the job seeker or youth customer's goals, objectives, or participation in programs / services.

Confidentiality must be taken into consideration when communicating with job seekers and youth through *e-mail or social media*.

Staff must not communicate information of a confidential nature such as medical or personal information through *email or social media*.

Group or mass communications to multiple recipients will **not** be reported as a **General** Service. Such communications must be recorded in the appropriate **Administrative** Service.

E-mail and social media communication are not intended to be the only source of communication with the job seeker or youth customer. In-person, virtual, or telephone communications should be offered as methods for communication as well.

See **Appendix C** for a full listing of definitions of all data entry fields in MOSES.

MassHire Department of Career Services

MassHire

Career

Centers

MY MOSES ID IS:

MY INITIAL LOG IN PASSWORD IS:

password

ENTER THE LAST 4 NUMBERS OF
YOUR SOCIAL SECURITY NUMBER

My Amazon WorkSpace (AWS) Log in is:

My initial **AWS** Log in password is:

My **AWS** Registration Code is:

